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POSTAL BULLETIN

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1992 Annual Index:

PB 21834, 2–4–93

Latest Quarterly Index:

PB 21838, 4–1–93 (January–March)

PB 21846, 7–22–93 (April–June)

UNITED STATES POSTAL SERVICE

Family Leave Poster

All postal facilities, including stations and branches, must conspicuously display Poster 43, *Your Rights Under the Family and Medical Leave Act of 1993,* modified by the Department of Labor for the Postal Service (see page 11). Installation heads must make sure that it is posted on bulletin boards where it can be readily seen by employees and applicants for employment. Copies must not be less than 8½ x 11 inches and must be fully legible.

—Employee Relations, 8-5-93

SEE FORM ON PAGE 33

DMM Public Subscriptions

Customers may order the new *Domestic Mail Manual* (DMM) Issue 46 from the Superintendent of Documents, U.S. Government Printing Office. Available to the public only by subscription, the new DMM costs $56 for two issues and includes the DMM Transition Book.

Customers should use the order form on page 33. Customers may also use this form to subscribe to the *International Mail Manual* (IMM). Post offices and postal business centers may make copies of the order form for customers.

Employees should be aware that the Postal Service does not handle public subscriptions for these two manuals. When a customer changes mailing addresses or wants to inquire about a DMM or IMM subscription, the customer should send correspondence to the appropriate address shown above the order blank.—*Information Systems, 8-5-93*

Improper Return of Presorted Flat-Size Mailpieces

Postal customers report the improper return of presorted flat-size mailpieces for an additional 10-cents postage. Originating postal facilities accepted these pieces when mailed at the correct .248-cents First-Class presorted rate with a 5-cent surcharge added because the presorted pieces weighed less than 1 ounce. Employees should not return these pieces for additional postage when the mailpiece bears .298-cents meter postage.

In addition, bulk mail entry employees must check Presorted First-Class mailpieces at the time of mailing to determine whether they are subject to the nonstandard surcharge and collect it, when applicable. Postmasters and delivery unit employees at offices other than the office of origin who find metered pieces that do not bear an indication that the nonstandard surcharge has been collected should assume that it was paid at the time of mailing.

After the Bank of New York brought this problem to USPS attention, several mailers also expressed similar incidences. Postmasters must ensure that each of their employees are aware of correct operating procedures about assessing nonstandard surcharges and handling shortpaid mailpieces.

Each piece of First-Class Mail weighing 1 ounce or less that exceeds the size limits in Domestic Mail Manual (DMM) (old) 353.1 or (new) C100.3.0 is assessed the nonstandard surcharge fee of 10 cents when the piece is mailed at a single-piece postage rate. A surcharge of 5 cents is assessed for each piece of nonstandard First-Class Mail mailed at a presorted postage rate. See DMM (old) 315 or (new) R100.11.0 for the correct references concerning these mailings. Additionally, DMM (new) PO11.1.5 provides the correct current procedures for handling shortpaid mailpieces.

—Customer Service Support, 8-5-93

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INTERNATIONAL MAIL

IMM/PUB 273 REVISIONS

Express Mail International Service—Bhutan

Effective August 1, 1993, On Demand Service only is available on a reciprocal basis with Bhutan. The basic features of Express Mail International Service (EMS) to Bhutan follow:

SERVICES AVAILABLE: On Demand

RECIPROCAL NAME: In Bhutan, EMS is called Express Mail Service.

WEIGHT AND SIZE LIMITS: Maximum weight—44 pounds; maximum length—36 inches for any one dimension or 79 inches maximum combined length and girth.

AREA SERVED: Thimphu

DELIVERY: In general, EMS items are delivered within 24 hours of their receipt at the foreign exchange office. Items are delivered 7 days a week and on national holidays. Dutiable items are delayed up to 5 hours.

NO SERVICE GUARANTEE: Postal employees must tell customers that there is no service guarantee on any EMS item to Bhutan.

COUNTRY CODE: BT

AIR STOP CODE: PBH

CITY CODE: AAW

The address for EMS inquiries is:

CHIEF POSTMASTER
THIMPHU GPO
BHUTAN
Tel.: (+975) 22296
Fax: (+975) 23108

ACCEPTABLE ITEMS: All items admissible in international mail to Bhutan, including correspondence, business papers, and merchandise are accepted in EMS. See the Country Conditions of Mailing for Bhutan in the *International Mail Manual* (IMM) for specific prohibitions and restrictions.

Customs Declarations for Acceptable Items

Articles	Required Customs Form/Endorsement
Correspondence and business papers.	Form 2976, *Customs-Douane C1* (green label). Endorse item clearly next to mailing label as BUSINESS PAPERS.
Merchandise samples without commercial value.	Form 2976, *Customs-Douane C1* (green label).
Merchandise and all items subject to customs duty.	Form 2966-A, *Parcel Post Customs Declaration—United States of America.*

Note: Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are *prohibited* in EMS shipments to Bhutan.

Rates—Rate Group 6

Pounds (up to and including)	On Demand	Custom Designed
1/2	$14.00	$22.00
1	19.00	27.00
2	25.00	33.00
3	34.00	42.00
4	41.00	49.00
5	48.00	56.00
6	55.00	63.00
7	62.00	70.00
8	69.00	77.00
9	76.00	84.00
10	83.00	91.00
11	90.00	98.00
12	97.00	105.00
13	104.00	112.00
14	111.00	119.00
15	118.00	126.00
16	125.00	133.00
17	132.00	140.00
18	139.00	147.00
19	146.00	154.00
20	153.00	161.00
21	160.00	168.00
22	167.00	175.00
23	174.00	182.00
24	181.00	189.00
25	188.00	196.00
26	195.00	203.00
27	202.00	210.00
28	209.00	217.00
29	216.00	224.00
30	223.00	231.00
31	230.00	238.00
32	237.00	245.00
33	244.00	252.00
34	251.00	259.00
35	258.00	266.00
36	265.00	273.00
37	272.00	280.00
38	279.00	287.00
39	286.00	294.00
40	293.00	301.00
41	300.00	308.00
42	307.00	315.00
43	314.00	322.00
44	321.00	329.00

Future issues of Publication 273 and the IMM will include these revisions. —*Marketing and Sales, 8–5–93*

ELM REVISION

FAMILY AND MEDICAL LEAVE

The *Employee and Labor Relations Manual* (ELM) 515 and other sections are changed to comply with the Family and Medical Leave Act of 1993.

Policy formerly found in ELM 515, Absence for Maternity/Paternity Reasons, is incorporated into this new policy, and 515 is renamed Absence for Family Care or Serious Health Condition of Employee. These provisions are effective on the date of this *Postal Bulletin*.

CONTENTS

515 Absence for Family Care or Serious Health Condition of Employee
- **515.1 Purpose of 515**
- **515.2 Definitions**
- **515.3 Eligibility**
- **515.4 Leave Requirements**
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  - **515.54 Additional Medical Opinions**
  - **515.55 Employee Incapacitation**
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  - **515.61 New Son or Daughter**
  - **515.62 Care of Others for Medical Reasons or Employee Incapacitation**
  - **515.63 Temporary Change in Duty Assignment**
  - **515.64 FLSA Status**
- **515.7 Return to Position**
- **515.8 Benefits**
- **515.9 Family Leave Poster**

Changes to Other Sections

These sections are changed to reflect the new policy detailed in 515 and to show updated reporting relationships, marked to show substantive changes by bars in the margin or bold text in exhibits, and published on the pages following 515.

434.622k, under **Eligibility** (under Out-of-Schedule Premium)
434.71, Policy (under Nonbargaining Rescheduling Premium)
444.324, Pay on a Salary Basis (under FLSA-Exempt Positions).
513.32, Conditions for Authorization (under Sick Leave).
513.363, Extended Periods (under Sick Leave).
514.22c, under **Administrative Discretion** (under Leave Without Pay).
Exhibit 514.4f, under **Acceptable Reasons and Instructions for LWOP**.
519.71, Policy (under Nonbargaining Personal Absence).

—Employee Relations, 8-5-93

515 Absence for Family Care or Serious Health Condition of Employee

515.1 Purpose of 515. This section provides policies to comply with the Family and Medical Leave Act of 1993. Nothing in this section is intended to limit employees' rights or benefits available under other current policies (see 511, 512, 513, 514), or collective bargaining agreements. Likewise, nothing increases the amount of paid leave beyond what is provided for under current leave policies or in any collective bargaining agreement. The conditions for authorizing the use of annual leave, sick leave, or LWOP are modified only to the extent described in this section.

515.2 Definitions. The following definitions apply for the purposes of the section:

a. *Son or daughter*—biological, adopted, or foster child, stepchild, legal ward, or child who stands in the position of a son or daughter to the employee, who is under 18 years of age or who is over 18 and incapable of self-care because of mental or physical disability.

b. *Parent*—biological parent or individual who stood in that position to the employee when the employee was a child.

c. *Spouse*—husband or wife.

d. *Serious health condition*—illness, injury, impairment, or physical or mental condition that involves any of the following:

(1) Any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice, or residential medical care facility.

(2) Any period of incapacity requiring absence from work or regular daily activities of more than 3 calendar days, that also involves continuing treatment by (or under the supervision of) a health care provider.

(3) Continuing treatment by (or under the supervision of) a health care provider (a) for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than 3 days; or (b) for prenatal care.

Note: Voluntary or cosmetic treatments (such as most treatments for orthodontia or acne) which are not medically necessary are not "serious health conditions," unless inpatient hospital care is required. Restorative dental surgery after an accident or removal of cancerous growths is a serious health condition provided all the other conditions are met. Treatments for allergies or stress, or for substance abuse, are serious health conditions if all the conditions of the regulations are met. Prenatal care is included as a serious health condition. Routine preventative physical examinations are excluded.

e. *Health care provider*—doctor of medicine or osteopathy, Christian Science practitioner listed with the First Church of Christ, Scientist in Boston, MA, or other attending practitioner (see 513.364).

515.3 Eligibility. To request leave under this section, an employee must have been employed by the Postal Service for an accumulated total of 12 months, and must have worked a minimum of 1,250 hours during the 12-month period before the date leave begins.

515.4 Leave Requirements

515.41 Conditions. Eligible employees *must* be allowed an accumulated total of up to 12 workweeks of leave within a Postal Service leave year for one or more of the following:

a. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter. Entitlement to leave for this condition expires 1 year after the birth.

b. Because of the placement of a son or daughter with the employee for adoption or foster care. Entitlement to leave for this condition expires 1 year after the placement.

c. In order to care for the spouse, son, daughter, or parent of the employee if the spouse, son, daughter, or parent has a serious health condition.

d. Because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

515.42 Leave Type. Absences approved under this section are charged as annual leave, sick leave, or leave without pay, or a combination of these. Leave is charged consistent with current leave policies and applicable collective bargaining agreements. Approving officials should note "FMLA" in the approval block of the Form 3971, *Request for or Notification of Absence*.

515.43 Authorized Hours. Under this section, full-time employees, are entitled to up to 480 hours of leave (i.e., 12 weeks times 40 hours per week) within a leave year. Employees with weekly schedules of less than 40 hours are entitled to 12 times the number of hours normally scheduled in their workweek. For example, a part-time employee with a normal schedule of 30 hours a week is entitled to 360 hours (12 weeks times 30 hours). A part-time employee who does not have a normal weekly schedule is entitled to the total number of hours worked in the previous 12 weeks, not including overtime hours. Leave in addition to the 12 workweeks authorized under this section

may be granted in accordance with other leave policies or collective bargaining agreements (see 511, 512, 513, 514).

515.5 Documentation

515.51 General. An employee must provide a Form 3971, *Request for or Notification of Absence*, together with documentation supporting the request, at least 30 days before the absence if the need for the leave is foreseeable. If 30 days notice is not practicable, notice must be given as soon as practicable. Ordinarily at least verbal notification should be given within 1 or 2 business days of when the need for leave becomes known to the employee. The employee will be provided a notice detailing the specific expectations and obligations and consequences of a failure to meet these obligations. Additional documentation may be requested, which must be provided within 15 days or as soon as practical under the particular facts and circumstances. During an absence, the employee must keep his or her supervisor informed of intentions to return to work and of status changes which could affect his or her ability to return to work. Failure to provide documentation can result in the denial of family and medical leave under this section.

515.52 New Son or Daughter. An employee requesting time off because of the birth of the employee's son or daughter and to care for the son or daughter, or because of the placement of a son or daughter with the employee for adoption or foster care, may be required to provide the birth or placement date.

515.53 Care of Others for Medical Reasons. An employee requesting time off to care for a spouse, parent, son, or daughter who has a serious health condition may be required to provide documentation from the health care provider stating the date the serious health condition began, probable duration of the illness, appropriate medical facts, and when the employee will be needed to provide such care or psychological support. When the request is to care for someone other than a biological parent or child, appropriate explanation of the relationship may be required.

515.54 Additional Medical Opinions. A second medical opinion by a health care provider who is designated and paid for by the Postal Service may be required. In case of a difference between the original and second opinion, a third opinion by a health care provider may be required. The third health care provider is jointly designated or approved by management and the employee, and the third opinion is final. The Postal Service pays the health care provider for the third opinion. A health care provider selected for the second or third opinion may not be employed by the Postal Service on a regular basis. Recertifications of a medical condition may also be required during absences.

515.55 Employee Incapacitation. An employee requesting time off under this section because of his or her own incapacitation must satisfy the documentation requirements for sick leave in 513.31 through 513.38 or for leave without pay in 514.4. If absence exceeds 21 calendar days, evidence of ability to return to work with or without limitations must be submitted. If additional medical opinions are required, they are administered as described in 515.54.

515.6 Intermittent Leave or Reduced Schedule

515.61 New Son or Daughter. Leave requested because of the birth of the employee's son or daughter and to care for the son or daughter or because of the placement of a son or daughter with the employee for adoption or foster care may be taken on an intermittent basis or by establishing a reduced work schedule only if the request for such intermittent leave or schedule modification is approved. Approval is based on employee need, Postal Service need, and costs to the Postal Service.

515.62 Care of Others for Medical Reasons or Employee Incapacitation. Leave requested to care for a spouse, son, daughter, or parent with a serious health condition or due to the employee's health condition may be taken on an intermittent basis or by establishing a reduced work schedule when medically necessary.

515.63 Temporary Change in Duty Assignment. If an employee requests intermittent leave or a reduced work schedule, the Postal Service may assign the employee, with equivalent pay and benefits, temporarily to the duties of another position consistent with applicable collective bargaining agreements and regulations if such an assignment better accommodates the recurring periods of absence.

515.64 FLSA Status. An employee exempt from the Fair Labor Standards Act (FLSA) normally may not take leave in less than 1-day increments. However, leave taken under this section on an intermittent basis or by temporarily establishing a reduced work schedule can be taken in less than 1-day increments without affecting the employee's FLSA-exempt status.

515.7 Return to Position. Employees taking leave under this section are entitled to return to their positions held when leave began, or to equivalent positions with equivalent pay, benefits, working conditions, and other terms of employment. Returning employees are not entitled to any right, benefit, or position which they would not have been entitled had they not taken the leave, or to intangible, unmeasurable aspects of the job such as the perceived loss of potential for

future promotional opportunities. If an employee was hired for a specific term or only to perform work on a discrete project, then there is no further reinstatement obligation under this section if the employment term or project is over and the employment would not have otherwise continued.

515.8 Benefits. All benefits shall accrue to employees in a leave status under this section pursuant to the applicable provision of the ELM.

515.9 Family Leave Poster. All postal facilities, including stations and branches, are required to conspicuously display Poster 43, *Your Rights Under the Family and Medical Leave Act of 1993*. It must be posted, and remain posted, on bulletin boards where it can be seen readily by employees and applicants for employment.

434 Overtime and Premium Pay

* * * * *

434.6 Out of Schedule Premium

* * * * *

434.62 Eligibility

* * * * *

434.622 Eligible employees are not entitled to out of schedule premium under the following conditions:

* * * * *

k. When the assignment is made to accommodate a request for intermittent leave or a reduced work schedule for family care or serious health problem of the employee (see 515.6).

* * * * *

434.7 Nonbargaining Rescheduling Premium

434.71 Policy. "Nonbargaining rescheduling premium" is paid to eligible nonbargaining-unit employees for time actually worked outside of, and instead of, their regularly scheduled workweek when less than 7 calendar days notice of the schedule change was given. It is not paid beyond the 7th calendar day after the notice of schedule change is given. Neither is it paid when the assignment is made to accommodate a request for intermittent leave or a reduced work schedule for family care or serious health problem of the employee (see 515.6).

* * * * *

440 Fair Labor Standards Act (FLSA) Administration

* * * * *

444.32 Exempt Positions

* * * * *

444.324 Pay on a Salary Basis. *Pay on a salary basis* is defined as receiving a fixed salary regardless of the hours worked, or the quality or quantity of work performed. Deductions for annual or sick leave and leave without pay may be made in increments of full days only, except for leave taken in accordance with 515.61 and 515.62 (leave taken on an intermittent basis or by establishing a reduced work schedule because of a new son or daughter, because medically necessary to care for others, or because the employee is incapacited). If an employee is not paid on a salary basis, even though all the other criteria for exemption are met, the employee must be classified nonexempt.

* * * * *

513 Sick Leave

* * * * *

513.32 Conditions for Authorization

Conditions	
a. Illness or injury.	If employees are incapacitated for the performance of official duties.
b. Pregnancy and confinement. (Sick leave, annual leave, or LWOP is granted as may be necessary.)	**If absence is required for physical examinations or periods of incapacitation.**
c. Medical, dental, or optical examination or treatment.	If absence is necessary during the employee's regular scheduled tour.
d. Contagious disease. A contagious disease is a disease ruled as requiring isolation, quarantine, or restriction of movement of the patient for a particular period by the health authorities having jurisdiction.	If employees (1) must care for family member afflicted with a contagious disease, (2) have been exposed to a contagious disease and would jeopardize the health of others, or (3) have evidence supplied by the local health authorities or certificate signed by a physician certifying the need for the period of isolation or restriction.
e. Medical treatment for disabled veterans. (Sick leave, annual leave, or LWOP is granted as may be necessary.)	If employees (1) present a statement from a duly authorized medical authority that treatment is required, and (2) when possible, give prior notice of the definite number of days and hours of absence. (Such information is needed for work scheduling purposes.)

* * * * *

513.363 Extended Periods. Employees who are on sick leave for extended periods are required to submit at appropriate intervals, *but not more frequently than once every 30 days*, satisfactory evidence of continued incapacity for work unless some responsible supervisor has knowledge of the employee's continuing incapacity for work.

* * * * *

514 Leave Without Pay (LWOP)

* * * * *

514.22 Administrative Discretion. Each request for LWOP is examined closely and a decision is made based on the needs of the employee, the needs of the Postal Service, and the cost to the Postal Service. The granting of LWOP is a matter of administrative discretion. It is not granted on the employee's demand except:

a. A disabled veteran is entitled to LWOP, if necessary, for medical treatment under Executive Order 5396.

b. A reservist or a National Guardsman is entitled to LWOP, if necessary, to perform military training duties under the Vietnam Era Veterans' Readjustment Act of 1974 (see 38 U.S.C., 2024).

c. An employee who requests and is entitled to time off under 515, Absences for Family Care or Serious Health Problem of Employee, must be allowed up to a total of 12 workweeks of absence within a Postal Service leave year for one or more reasons listed in 515.41. Leave without pay may be taken in combination with annual or sick leave for which the employee is qualified.

* * * * *

514.4 Acceptable Reason and Instructions. See Exhibit 514.4 for acceptable reasons and instructions for LWOP.

* * * * *

519.7 Nonbargaining Personal Absence

519.71 Policy. Nonbargaining exempt employees are paid on a salary basis; i.e., they receive a fixed salary for the workweek regardless of the number of hours worked or the quality of the work performed. They may be charged with annual leave, sick leave, LWOP, or any combination thereof, when they are absent from work for 1 or more full days. Except for leave taken in accordance with 515.61 and 515.62 (leave taken on an intermittent basis or by establishing a reduced work schedule because of a new son or daughter, because medically necessary to care for others, or because the employee is incapacitated), they cannot be charged with annual leave, sick leave, or LWOP on any service day in which they have workhours, court leave, military leave, holiday leave, administrative leave, or continuation of pay.

Acceptable Reasons for LWOP	Instructions
a. Personal reasons.	LWOP may be granted to cover the absence.
b. Employee has no leave to cover vacation during choice vacation period.	LWOP may be granted to cover the absence.
c. Full-time attendance at a college or university.	(1) Restricted to full-time employee. (2) An official transcript of courses taken must be submitted to the installation head.
d. Personal illness or injury **(also see 515)**.	(1) LWOP may be granted after accumulated accrued sick and annual leave have been exhausted; except that during a pay period in which, due to personal injury or illness, no work is performed, an employee may utilize annual and/or sick leave in conjunction with LWOP, subject to approval of the leave in accordance with normal leave approval procedures. (2) A medical document from the attending physician or practitioner must be obtained before approval, the same as for sick leave. (3) Applications for LWOP to cover a period in excess of 30 days in any 1 year in cases of illness or injury are reviewed and acted upon by the installation head. (4) An employee normally will not be separated from the service because of absence due to personal illness or injury for a period of less than 1 year (also see 568). An employee may be separated if required to be absent for more than 1 year unless there is cause to expect recovery and return within a reasonable time after the end of 1 year in LWOP status. (5) The separation of an employee after 1 year of continued absence with or without pay does not prevent an eligible employee from filing an application for retirement (also see 568).
e. Injury in line of duty.	(1) Supervisors must advise employees of their right to file an application for FECA benefits as a result of illness or injury that is suffered in the line of duty. (See instructions on CA-1 and CA-2a for traumatic injuries and CA-2 for occupational illnesses and diseases.) (2) In traumatic injury cases, an employee is entitled to a maximum of 45 calendar days of continuation of pay (COP) without charge to leave if written notice of injury is filed within 30 days of injury. The period of COP begins at the start of the employee's first full tour of duty thereafter, or the first day following the disability, whichever occurs sooner. The period during which 45 days of COP may be claimed must begin within 90 days of the occurrence of the injury but may end after 90 days from the occurrence. If, after returning to work subsequent to an apparent recovery from a traumatic injury, an employee is again absent from work as a result of the original traumatic injury, the employee may use any remaining COP time left up to the 45-day limit. However, the remaining COP time must be used within 90 days of the date the employee first returns to work following the initial traumatic injury. (3) An employee may choose sick or annual leave in lieu of COP; however, this leave may not be retroactively converted to COP provided a request is made within 1 year of the date the leave was used or the date of the claim approval, whichever is later. (4) Before being placed on LWOP, an employee may choose to use annual or sick leave until it is exhausted. Leave is earned during that part of a pay period in which the employee is in pay status. (5) On favorable adjudication of a claim by the Office of Workers' Compensation Programs (OWCP), LWOP may be substituted for a period of sick and/or annual leave so that the employee may accept disability compensation for the period of absence. (6) On favorable adjudication of a claim by OWCP, current employees are permitted to buy back the leave that they used while awaiting adjudication (see 545.73b6). If the injury is a traumatic injury, only leave used after the end of the 45-day COP period may be bought back. OWCP does not restrict the amount of leave hours an employee may buy back. However, Postal Service regulations do not permit employees to carry-over into the next leave year more than the allowable maximum number of hours of annual leave (see 512.12). When an employee buys back annual leave in the previous year in an amount that exceeds the applicable maximum carry-over, such excess will be automatically forfeited. For every 80 hours of leave bought back and changed to LWOP, both annual and sick leave must be adjusted by the amount earned in a pay period.

Exhibit 514.4 (p. 1), Acceptable Reasons and Instructions for LWOP

Acceptable Reasons for LWOP	Instructions
f. Family care (see 515).	**An eligible employee may request and must be allowed a total of up to 12 workweeks of absence during a Postal Service leave year for one or more reasons listed in 515.41. LWOP may be taken in combination with annual or sick leave for which the employee is qualified..**
g. Military duty for scheduled drills or for periods of training.	An employee enlisted under the Reserve Forces Act of 1955 who has completed the initial period of active duty training of not less than 3 months or more than 6 months may be granted LWOP for scheduled drills or periods of training.
h. Military duty for any purpose, training or otherwise.	Eligible members of the National Guard or reserve components of the Armed Forces who are ordered to active duty for training or for any other purposes, for a specified period of time not to exceed 1 year, but in excess of the total time allowable under military leave and annual leave are granted LWOP.
i. Employee elected to devote full-time service as a national president to an organization of supervisory or other managerial personnel (see 416.3).	(1) LWOP normally does not exceed 2 consecutive years coinciding with the elected term of office. (2) The employee requests in writing, through the appropriate management structure, that the vice president of Labor Relations grant the employee LWOP during tenure of presidency for the purpose of serving as resident president of an employee organization in Washington, D.C., in a full-time capacity. (3) If LWOP is granted, the employee continues to be eligible for appropriate fringe benefits during that period. (4) The vice president of Labor Relations reserves the right to deny the request for LWOP if it is determined that the position must be filled on a permanent basis, unencumbered by an individual on prolonged leave.
j. Union business.	See applicable provisions of current collective bargaining agreement.
k. Postmaster elected as an organization officer, other than the president.	See 519.272c and d.

Exhibit 514.4 (p. 2), Acceptable Reasons and Instructions for LWOP

YOUR RIGHTS
under the
FAMILY AND MEDICAL LEAVE ACT OF 1993

FMLA requires **covered** employers to provide up to 12 weeks of job-protected leave to **"eligible"** employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least 1 year, and for 1,250 hours over the previous 12 months.

REASONS FOR TAKING LEAVE: Leave must be granted for one or more of the following reasons:

- Because of the birth of a son or daughter of the employee and to care for the son or daughter during the first year after birth;
- because of the placement of a son or daughter with the employee for adoption or foster care;
- to care for the employee's spouse, son, daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's option, annual leave, sick leave, or leave without pay may be taken consistent with postal leave policies, and applicable labor agreements.

ADVANCE NOTICE AND MEDICAL CERTIFICATION: The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

JOB BENEFITS AND PROTECTION:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" provided the employee continues to pay the cost he or she paid prior to the leave.
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

UNLAWFUL ACTS BY EMPLOYERS: FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any law prohibiting discrimination, or supersede any law or collective bargaining agreement which provides greater family or medical leave rights.

FOR ADDITIONAL INFORMATION: Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

U.S. Department of Labor, Employment Standards Administration
Wage and Hour Division, Washington, D.C. 20210

Modified for U.S. Postal Service
USPS Poster 43, August 1993

PHILATELY

PICTORIAL CANCELLATION ANNOUNCEMENT 93-2

Pictorial Cancellations

As a community service, the Postal Service offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of upcoming events for which pictorial cancellations are authorized appears below. If available, the sponsor of the pictorial cancellation appears in italics under the date. Also provided, as space permits, are illustrations of those cancellations that were reproducible and available at press time.

People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated and *requests must be postmarked no later than 30 days following the requested pictorial cancellation date.*

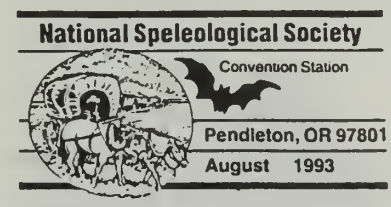
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class postage (29 cents per envelope or 19 cents per postcard). Items submitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserviced.

Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of choice, address the envelope or postcard to one's self or others, insert a card of postcard thickness in envelopes for sturdiness and tuck in the flap. Place the envelope or postcard in a larger envelope, and address it to: PICTORIAL CANCELLATIONS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP + 4 CODE, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP + 4 code).

After applying the pictorial cancellation, the Postal Service returns the envelope or postcard through the mail. Customers who want their serviced item returned under protected cover should include a larger, stamped, self-addressed envelope.

August 2-6, 1993

CONVENTION STATION
104 SW DORION AVE
PENDLETON OR 97801-9998



August 4-10, 1993

JAMBOREE STATION
117 MILFORD ST
BOWLING GREEN VA 22427-9998

August 5-7, 1993

HERITAGE VILLAGE STATION
PO BOX 9998
SIDNEY MI 48885-9998

August 5-8, 1993

HOT NIGHT AUGUST STATION
RENO NV 89510-9998

Pictorial Cancellations—Continued

August 6–7, 1993

OREGON TRAIL CELEBRATION STATION
205 E ST
NORTH POWDER OR 97867–9998

August 6–8, 1993

Decatur Stamp Club

DECATUR CELEBRATION STATION
214 N FRANKLIN ST
DECATUR IL 62523–9998

August 7, 1993

Tippecanoe Research Committee

NORRISVILLE-TIPPECANOE STATION
28443 SPENCER ST
TIPPECANOE OH 44699–9998

(No Artwork Available)

August 7, 1993

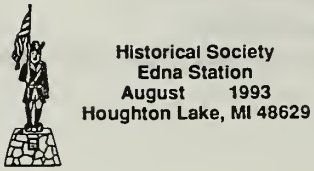
Wooster Stamp Club

THE CATS MEOW STATION
153 E SOUTH ST
WOOSTER OH 44691–9998

(No Artwork Available)

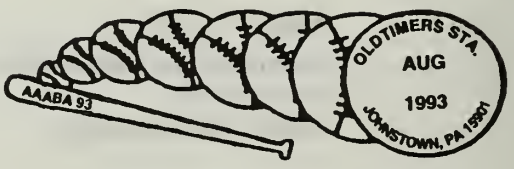
August 7–8, 1993

HISTORICAL SOCIETY EDNA STATION
PO BOX 9998
HOUGHTON LAKE MI 48629–9998



August 8–14, 1993

AAABA OLDTIMERS STATION
111 FRANKLIN ST
JOHNSTOWN PA 15901–9998



August 13–15, 1993

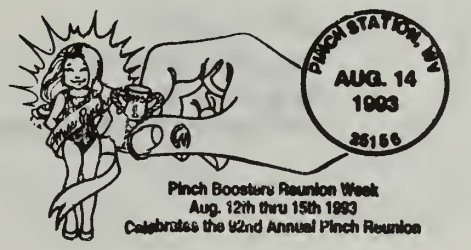
LILLY STATION
PO BOX 9998
FLAT TOP WV 25841–9998

(No Artwork Available)

Pictorial Cancellations—Continued

August 14, 1993

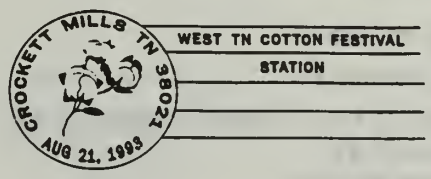
PINCH BOOSTERS REUNION WEEK STATION
PO BOX 9998
PINCH WV 25156-9998



August 21, 1993

West Tennessee Cotton Festival

WEST TN COTTON FESTIVAL STATION
PO BOX 2500
CROCKETT MILLS TN 38021-9998



August 18, 1993

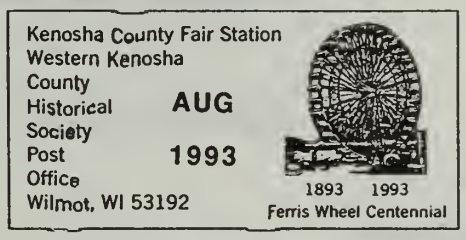
CECIL STATION
180 W MAIN
IONE OR 97843-9998

August 18, 1993

ANNIVERSARY STATION
155 N COURT ST
PRINEVILLE OR 97754-9998

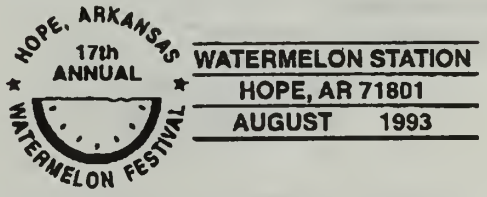
August 18–22, 1993

KENOSHA COUNTY FAIR STATION
30725 113TH ST
WILMOT WI 53192-9998



August 19–22, 1993

WATERMELON STATION
121 S LAUREL ST
HOPE AR 71801-9998



August 20, 1993

Musselshell Valley Chamber of Commerce

CATTLE DRIVE STATION
PO BOX 9998
ROUNDUP MT 59072-9998

Pictorial Cancellations—Continued

August 20, 1993

RED ROSE STATION
48 W CHESTNUT
LANCASTER PA 17608–9998

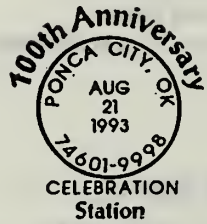
August 20–22, 1993

City of St. Joseph, Mo

TRAILS WEST 150TH ANNIVERSARY STATION
201 S EIGHTH ST
ST JOSEPH MO 64501

August 21, 1993

100TH ANNIVERSARY CELEBRATION STATION
PO BOX 9998
PONCA CITY OK 74601



August 22, 1993

FIESTA STATION
421 N MAIN ST
PUEBLO CO 81004–9998

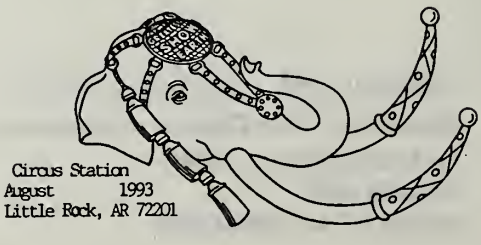
August 24, 1993

OREGON TRAIL CHENOWITH CREEK STATION
100 W SECOND ST
THE DALLES OR 97058–9998

August 24–25, 1993

Ringling Bros. and Barnum & Bailey Circus

CIRCUS STATION
600 W CAPITOL AVE
LITTLE ROCK AR 72201–9998

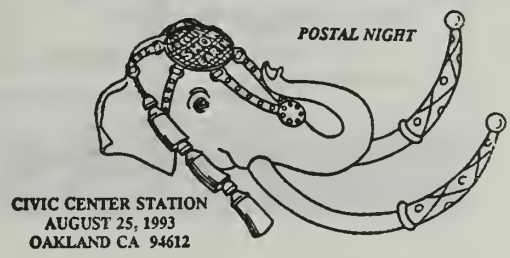


Pictorial Cancellations—Continued

August 25, 1993

Ringling Bros. and Barnum & Bailey Circus

CIVIC CENTERSTATION
201 13TH ST RM 212
OAKLAND CA 94612-9991



August 26–September 6, 1993

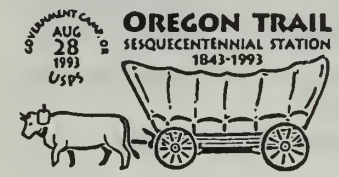
OREGON STATE FAIR STATION
1050 25TH ST SE
SALEM OR 97301-9998

August 27, 1993

COLONY VILLAGE STATION
500 S COBB ST
PALMER AK 99645-9998

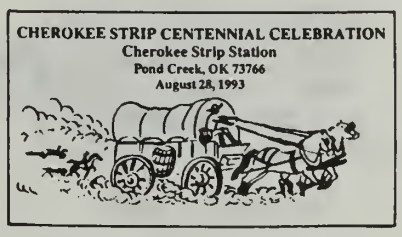
August 28, 1993

OREGON TRAIL SESQUICENTENNIAL STATION
88331 E GOVERNMENT CAMP LOOP
GOVERNMENT CAMP OR 97028-9998



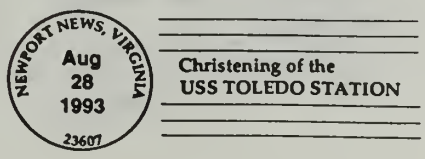
August 28, 1993

CHEROKEE STRIP STATION
104 W BROADWAY
POND CREEK OK 73766-9998



August 28, 1993

CHRISTENING OF THE USS TOLEDO STATION
101 25TH ST
NEWPORT NEWS VA 23607-9998

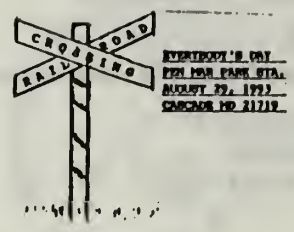


Pictorial Cancellations—Continued

August 29, 1993

The Hagerstown Stamp Club

PEN MAR PARK STATION
25208 MILITARY RD
CASCADE MD 21719-9998



August 31, 1993

AIRMAIL STATION
2000 VASSAR ST
RENO NV 89510-9998

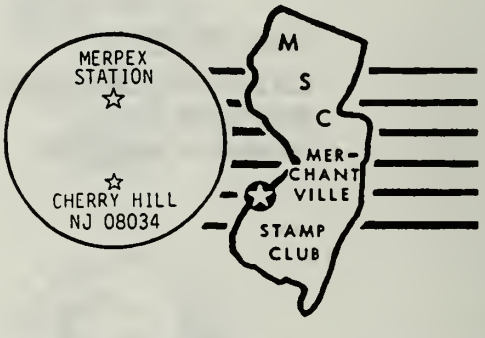
September 2–6, 1993

OLD THRESHERS STATION
200 N JEFFERSON ST
MOUNT PLEASANT IA 52641-9998

September 3–5, 1993

Merchantville Stamp Club

MERPEX STATION
1175 MARLKRESS RD
CHERRY HILL NJ 08034-9998



September 3–12, 1993

NEBRASKA STATE FAIR STATION
700 R ST
LINCOLN NE 68501-9998

September 4, 1993

JOHN L LEWIS LABOR STATION
106 E FRONT ST
LUCAS IA 50151-9998

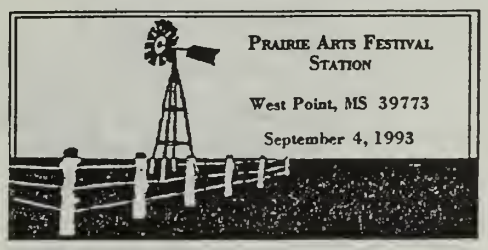
September 4, 1993

ALVA CENTENNIAL STATION
408 GOVERNMENT ST
ALVA OK 73717-9998

Pictorial Cancellations—Continued

September 4, 1993

PRAIRIE ARTS FESTIVAL STATION
420 COMMERCE ST
WEST POINT MS 39773-9998



September 4, 1993

BRANDY STATION
PO BOX 9998
BRANDY VA 24602-9998

(No Artwork Available)

September 4, 1993

ANDERSON TWP BICENTENNIAL STA
1591 DALTON AVE
CINCINNATI OH 45234-9996

September 4-5, 1993

NEVADA NORTHERN RAILWAY MUSEUM STATION
PO BOX 40
ELY NV 89301-0040

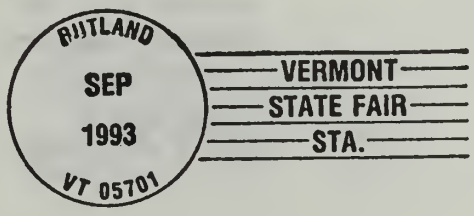
September 4-11, 1993

Eastern Idaho State Fair

FAIR STATION
165 W PACIFIC ST
BLACKFOOT ID 83221-9998

September 4-12, 1993

VERMONT STATE FAIR STATION
175 S MAIN ST
RUTLAND VT 05701-9998



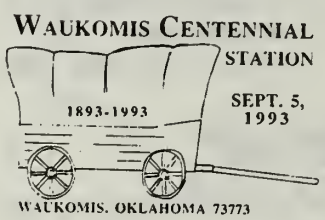
Pictorial Cancellations—Continued

September 4–30, 1993

CHEROKEE STRIP STATION
503 KREMLIN-HUNTER RD
KREMLIN OK 73753-9998

September 5, 1993

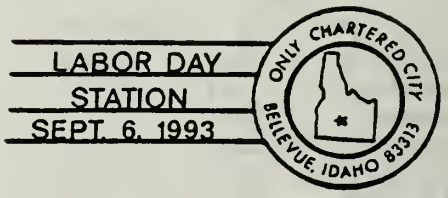
WAUKOMIS CENTENNIAL STATION
406 E EUCLID
WAUKOMIS OK 73773-9998



September 6, 1993

Bellevue Chamber of Commerce

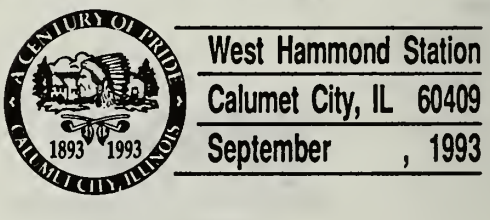
LABOR DAY STATION
PO BOX 9998
BELLEVUE ID 83312-9998



September 6, 1993

Centennial Committee

CALUMET CITYS CENTENNIAL
CELEBRATION STATION
1200 RING RD
CALUMET CITY IL 60409-9998



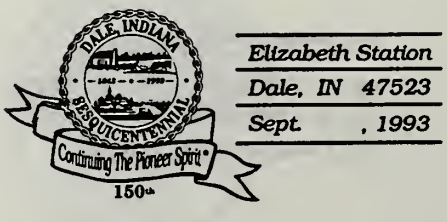
September 6, 1993

174TH ANNIVERSARY STATION
172 MAIN ST
SCHAGHTICOKE NY 12154-9998

September 6–11, 1993

Indianapolis Post Office

ELIZABETH STATION
8 E MEDCALF ST
DALE IN 47523-9998

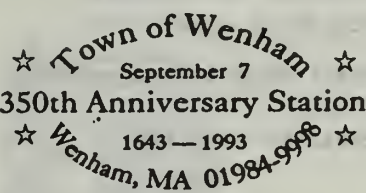


Pictorial Cancellations—Continued

September 7, 1993

Wenham Tersemicentenary Committee

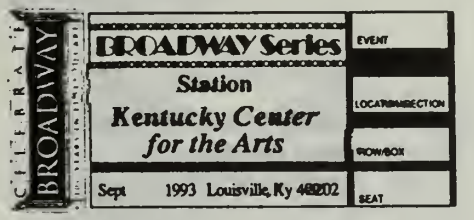
350TH ANNIVERSARY STATION
146 MAIN ST
WENHAM MA 01984-9998



September 7-12, 1993

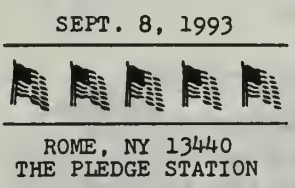
Broadway Series

BROADWAY SERIES STATION
LOUISVILLE KY 40202-9998



September 8, 1993

THE PLEDGE STATION
508 W THOMAS ST
ROME NY 13440-9998

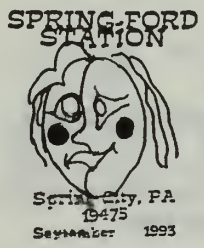


September 8-11, 1993

TOMATO FESTIVAL STATION
7185 E MAIN ST
REGNALDSBURG OH 43068-9998

September 9-11, 1993

SPRING FORD STATION
124 NEW ST
SPRING CITY PA 19475-9998



September 10, 1993

Universal Ship Cancellation Society

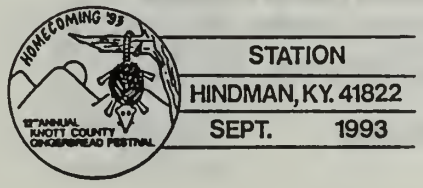
BATTLE OF LAKE ERIE STATION
1314 GRISWOLD PLZ
ERIE PA 16501-9998

(No Artwork Available)

September 10-11, 1993

Knott County Gingerbred Festival

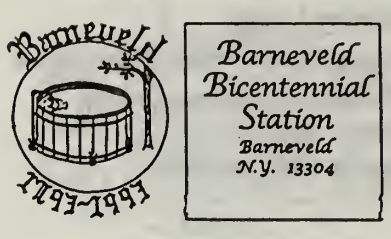
HOMECOMING 93 STATION
PO BOX 9998
HINDMAN KY 41822-9998



Pictorial Cancellations—Continued

September 10–12, 1993

BARNEVELD BICENTENNIAL STATION
PO BOX 9998
BARNEVELD NY 13304–9998



September 10–12, 1993

CORN FESTIVAL STATION
1591 DALTON AVE
CINCINNATI OH 45234–9998

September 10–12, 1993

GIANT PAGEANT STATION
210 E WASHINGTON AVE
ARKANSAS CITY KS 67005–9998

September 11, 1993

14TH HAMPSHIRE HERITAGE DAYS STATION
71 N MARSHAM ST
ROMNEY WV 26757–9998

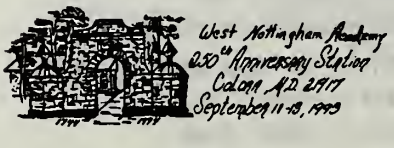
September 11, 1993

City of Caldwell & County of Burleson

KOLACHE STATION
201 N MAIN ST
CALDWELL TX 77836–9998

September 11, 1993

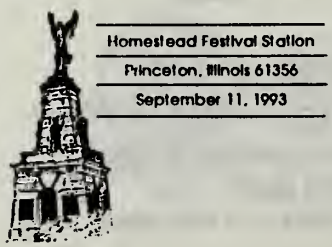
WEST NOTTINGHAM ACADEMY STATION
1104 COLDRA RD
COLORA MD 21917–9998



September 11, 1993

Bureau County Homestead Festival Committee and Bureau County Stamp Collecting Club

HOMESTEAD FESTIVAL STATION
326 S MAIN ST
PRINCETON IL 61356–9998



Pictorial Cancellations—Continued

September 11, 1993

Milanville General Store

MILANVILLE GENERAL STORE STATION
PO BOX 9998
MILANVILLE PA 18443-9998

September 11, 1993

CATTLE DRIVE STATION
14 N MAIN ST
CALDWELL KS 67022-9998

September 11, 1993

CHEROKEE STATION
PO BOX 9998
CHEROKEE OK 73728-9998

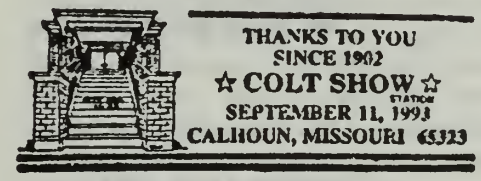
September 11, 1993

VILLAGE OF PATCHOQUE CENTENNIAL STATION
170 E MAIN ST
PATCHOQUE NY 11772-9998

September 11, 1993

Calhoun Colt Show Committee

COLT SHOW STATION
231 5TH ST
CALHOUN MO 65323-9998

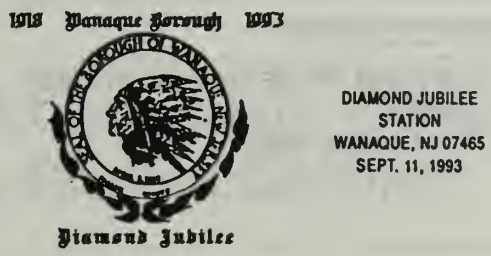


September 11, 1993

POLKA FEST STATION
822 5TH ST
DURANY IA 52747-9998

September 11, 1993

DIAMOND JUBILEE STATION
500 RINGWOOD AVE
WANAQUE NJ 07465-9998



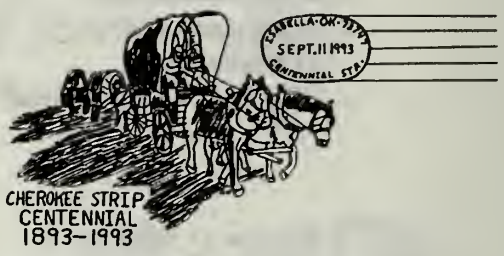
Pictorial Cancellations—Continued

September 11, 1993

NJ TRANSIT FESTIVAL STATION
89 RIVER ST
HOBOKEN NJ 07030-9998

September 11, 1993

CENTENNIAL STATION
PO BOX 9998
ISABELLA OK 73747-9998

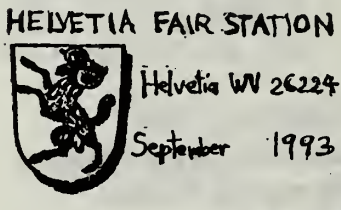


September 11, 1993

GOOD NEIGHBOR DAY STATION
3720 LAKE RD
CLARKSON NY 14430-9998

September 11-12, 1993

HELVETIA FAIR STATION
PO BOX 9998
HELVETIA WV 26224-9998



September 11-12, 1993

GREEN HERITAGE STATION
7820 STAHL RD
ORIENT OH 43146-9998

September 11-12, 1993

1993 CALIFORNIA PRUNE FESTIVAL STATION
761 PLUMAS ST
YUBA CITY CA 95991-9998

—Marketing and Sales, 8-5-93

$5.22 Rose Pressure-Sensitive Convertible Sheetlet

The Rose Pressure Sensitive sheetlet goes on sale August 19, 1993, in Houston, Texas. This sheetlet, which customers may fold into a booklet, features a large red rose.

Place on Sale Nationwide August 20, 1993

Stamp Venturers manufactured this stamp, issued in sheetlets of 18 stamps. *Postal Bulletin* 21846, 7–22–93, published collectors' information.

SUPPLY. Post offices with authorized philatelic centers will receive the following automatic distributions.

Office receiving four-positions stock in these quantities	Will receive this quantity of the Red Rose sheetlets
20,000	3,000
40,000	6,000
125,000	9,000
250,000	12,000
625,000	54,000
750,000	36,000

All post offices receiving automatic shipments of commemorative stamps will receive an automatic distribution of approximately 10 booklets for each pane of 50-subject (50 stamps per sheet) commemorative stamps furnished on their standard distribution, rounded to the nearest carton size of 3,000 booklets. *Since a private company, Stamp Venturers, Inc., is the contractor for these booklets, the Bureau of Engraving and Printing (BEP) will not honor supplemental requisitions for Item 6694.*

Accountable paper depositories (APDs) will receive the substantial quantities of booklets for filling supplemental orders. Stamp distribution offices (SDOs) requiring additional booklets must order them from their APDs using separate Forms 17–A, *Accountable Items Requisition Form Stamp Distribution Office.* All other post offices requiring additional booklets should immediately requisition them from their SDOs on separate Forms 17–A.

Postal Service Headquarters has rescinded its policy of selling commemorative stamps for only 60-days at regular windows. Therefore, post offices will continue to sell commemorative stamps beyond that timeframe. Automatic distribution of commemorative issues is based on a 60-day supply. Offices may reorder additional quantities as needed from their appropriate SDOs.

—Customer Service Support, 8–5–93

$2.90 and $5.80 African Violet Commemorative Booklets

The African Violet commemorative booklets go on sale October 8, 1993, in Beaumont, Texas. This stamp is issued in conjunction with the African Violet Society of America, Inc., the official registrar for all african violet cultivators. The 100th anniversary of the discovery of the african violet was celebrated in 1992. It is the number one household plant in America and throughout the world.

Place on Sale Nationwide October 9, 1993

Stamp Venturers, Inc., manufactured this booklet, available in two formats—a $2.90 booklet (10 29-cent stamps) and a $5.80 booklet (20 29-cent stamps). The $2.90 booklets are dispensed in crisscross format for use in vending machines. The $5.80 booklets are dispensed in crisscross format for use in vending machines and single count (individual booklets) for over the counter sales. A future issue will include collector information.

SUPPLY. All post offices will receive an automatic distribution of approximately 10 booklets for each pane of a 50-subject (50 stamps per sheet) commemorative stamp furnished on their standard distribution, rounded up to the nearest carton size of 4,500 booklets. *Since a private company, Stamp Venturers, Inc., is the contractor for these booklets, the Bureau of Engraving and Printing (BEP) will not honor supplemental requisitions for Item 6691 and Item 6692.*

Accountable paper depositories (APDs) will receive substantial quantities of booklets for filling supplemental orders. Stamp distribution offices (SDOs) requiring additional booklets must order them from their APDs using separate Forms 17–A, *Accountable Items Requisition From Stamp Distribution Office.* All other post offices requiring additional booklets should requisition them from their SDOs on separate Forms 17–A.

Postal Service Headquarters has rescinded its policy of selling commemorative stamps for only 60 days at regular windows. Post offices are reminded that their automatic distribution of commemoratives issues is based on a 60-day supply. However, post ofices will continue to sell commemorative stamps beyond that timeframe. Offices are further reminded that they may reorder additional quantities as needed from their appropriate SDOs.

—Customer Service Support, 8–5–93

Notice to Driver: Drive Courteously; Observe Traffic Regulations; Protect Children

19-Cent Beecher Hall at Illinois College Postal Card

The 19-cent Beecher Hall at Illinois College postal card goes on sale October 9, 1993, in Jacksonville, Illinois, during the college's homecoming weekend.

Place on Sale Nationwide October 12, 1993

The Government Printing Office (GPO) manufactured this postal card. A future issue of the *Postal Bulletin* will include collector's information.

SUPPLY. Post offices with authorized philatelic centers will receive an automatic distribution. CAG A-G post offices requiring bulk quantities of the postal card should immediately submit Forms 3216, *Requisition for Postal Cards—Bulk Quantities,* in no less than 5,000 increments, to the GPO, using *Item 2260.* Those offices should order sufficient quantities to meet anticipated philatelic and regular window demand.

All other post offices requiring less than bulk quantities should order from their designated stamp distribution office on separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office,* using the above item number.

—Customer Service Support, 8-5-93

19-Cent College of the Holy Cross Postal Card

The 19-cent College of the Holy Cross postal card goes on sale September 17 in Worcester, Massachusetts. This postal card commemorates the sesquicentennial (150th Anniversary) of the College of the Holy Cross.

Place on Sale Nationwide September 18, 1993

The Government Printing Office (GPO) manufactured this postal card. A future issue of the *Postal Bulletin* will include collector information.

SUPPLY. Post offices with authorized philatelic centers will receive an automatic distribution. CAG A-G post offices requiring bulk quantities of this postal card should immediately submit Forms 3216, *Requisition for Postal Cards—Bulk Quantities,* in not less than 5,000 increments, to the GPO, using **Item 2271.** Those post offices should order sufficient quantities to meet anticipated philatelic and regular window demand.

All other post offices requiring less than bulk quantities should immediately order from their designated stamp distribution office on separate Forms 17-A, *Accountable Items Requisition From Stamp Distribution Office,* using the above item number.

—Customer Service Support, 8-5-93

CORRECTION

29-Cent Country and Western Stamp and $5.80 Stamp Booklet

The article 29-Cent Country and Western Commemorative Stamp and $5.80 Stamp Booklet in *Postal Bulletin* 21846, 7-22-93 (page 13), included an incorrect item number for the stamp panes. The correct number for ordering is **Item 4482.**

—Customer Service Support, 8-5-93

CORRECTION

Pictorial Cancellation Announcement 93-1 (*Hagerpex VIII Station*)

Pictorial Cancellation Announcement 93-1 (Hagerpex VIII Station) in *Postal Bulletin* 21846, 7-22-93 (page 6), indicated that the cancellation would be offered on August 7, 1993. The Hagerpex VIII Station pictorial cancellation is rescheduled for August 14, 1993.

—Marketing and Sales, 8-5-93

POSTAL EMPLOYEES

Form 2181-A—Pre-Employment Screening-Authorization/Release

A revised Form 2181-A, *Pre-Employment Screening-Authorization and Release* (August 1993 edition), is available from the materiel distribution centers (MDCs).

Offices may order the revised edition from the MDCs using Form 7380, *MDC Supply Requisition.* Upon receipt, discard all previous editions of Form 2181-A.

—Employee Relations, 8-5-93

Insured mail must bear the complete Names, Addresses, and ZIP Codes of Sender and Addressee

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns — Released July 12, 1993

MONTHS	C	F*	G
1989 JAN–DEC %	31.03	13.89	8.81
1990	−3.15	8.00	8.90
1991	30.77	15.75	8.15
1992	7.70	7.20	7.23
1992			
JULY	4.11	2.00	.60
AUGUST	−2.02	1.00	.57
SEPTEMBER	1.15	1.15	.54
OCTOBER	.42	−1.30	.55
NOVEMBER	3.39	.01	.56
DECEMBER	1.21	1.54	.58
1993			
JANUARY	.86	1.88	.58
FEBRUARY	1.35	1.73	.49
MARCH	2.09	.41	.52
APRIL	−2.39	.67	.51
MAY	2.66	.10	51
JUNE	.32	1.79	.51
LAST 12 MONTHS	**13.75**	**11.48**	**6.72**

*Through 1990 the F Fund was invested in the Wells Fargo Bond Index Fund.

The C Fund is invested in the Wells Fargo Equity Index Fund, which tracks the S&P 500 stock index. The F Fund is invested in the Wells Fargo U.S. Debt Index Fund, which tracks the Shearson Lehman Brothers Aggregate Bond index. The G Fund is invested in special issues of U.S. Treasury securities.

The monthly C, F, and G Fund returns represent net earnings for the month, after deduction of accrued administrative expenses. The C and F Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The C, F, and G Fund monthly returns are dollar-weighted: they reflect net earnings on the changing balances invested during the month. The C, F, and G Fund returns for the last 12 months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and assume earnings are compounded on a monthly basis.

The C and F Fund returns vary from the Wells Fargo returns because of C and F Fund expenses and changing balances in the C and F Funds. The Wells Fargo returns are time-weighted: they assume constant dollar balances invested during each month and throughout the period.

Future performance of the three funds will vary and may be significantly different from the returns shown above. See the "Summary of the Thrift Plan" for detailed information about the funds and their investment risks.

Federal Retirement Thrift Investment Board

UNITED STATES POSTAL SERVICE

PLEASE POST ON BULLETIN BOARDS
Destroy All Previous Notices

AUGUST 1993

Have you seen any of these children?

Participate in the NALC/USPS Child Alert Program, tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.

Christina Marie Costigan
Born: 03–30–75
Date Missing: 02–04–91
From: Redford, MI

Tracy Marie Kroh
Born: 04–16–72
Date Missing: 08–05–89
From: Millersburg, PA

Ginger Sue Hudson
Born: 10–23–75
Date Missing: 08–15–92
From: Denver, CO

Michael Vito Montalbano
Born: 09–01–81
Date Missing: 01–25–91
From: Arlington Heights, IL

Nicholas Anthony Montablano
Born: 11–23–83
Date Missing: 01–25–91
From: Arlington Heights, IL

David Anthony Wynn
Born: 07–02–84
Date Missing: 01–31–87
From: Huntingdon, TN

Please Call the National Center for Missing and Exploited Children—
HOT LINE 1–800–843–5678
TDD 1–800–843–5678

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations and branches. Please remove and discard previous versions. At their option, operators of contract postal units may display this poster.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in The Postal Record, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see POSTAL BULLETIN 21536, page 1, October 17, 1985.

Missing Children Posters are available from the U.S. Postal Service only through periodic issues of the POSTAL BULLETIN.

UNITED STATES POSTAL SERVICE

This office will be closed Monday, September 6, 1993 to observe Labor Day

SEE ARTICLE ON PAGE 1

Superintendent of Documents Subscription Service

Annual DMM and IMM subscriptions

To receive an annual subscription to the *Domestic Mail Manual* or the *International Mail Manual*, complete the order form below. Subscription service for these manuals is handled solely by the Superintendent of Documents, U.S. Government Printing Office.

Renewals

The Government Printing Office mails each subscriber *only one renewal notice*. Check the number that follows ISSDUE on the top line of the mailing label to determine when you will receive your notice.

```
DOM 20747JOHNS212J  ISSDUE001  R  1
JOHN SMITH
212 MAIN ST
FORESTVILLE MD  20747
```

The three digits after ISSDUE show the number of issues remaining in a subscription. For example, ISSDUE002 means that a subscriber will receive two more issues. The final digit after the R shows the number of copies per subscription. You should receive a renewal notice about the time you receive the issue marked ISSDUE000. To avoid a break in service, promptly return the renewal notice and payment to the Government Printing Office. If your subscription service does lapse, send your payment with the mailing label from any issue to: SUPERINTENDENT OF DOCUMENTS, PO BOX 371954, PITTSBURGH PA 15250-7954.

Address changes or inquiries

To change your address, send your mailing label and new address to: SUPERINTENDENT OF DOCUMENTS, ATTN: MAIL LIST BRANCH, MAIL STOP: SSOM, 941 N CAPITOL ST NE, WASHINGTON DC 20402-9375. You may fax your label and new address to: 202-512-2233. To ask about your subscription service, please send your mailing label and correspondence to the above address or use the above fax number.

Order Form

Order Processing Code *5076
Fax orders – (202) 512-2233 / 2250

Charge your order. It's easy. VISA MasterCard

1. Indicate desired number of subscriptions and show total cost:

☐ ☐ **Domestic Mail Manual** ..... **$56.00 for two issues ($70.00 to foreign addresses)**

☐ ☐ **International Mail Manual**..... **$17.00 for two issues ($21.25 to foreign addresses)**

Total order is $ Prices, which are subject to change, include handling and postage.

2. Provide mailing address (type or print):

Company or personal name
Additional address or attention line
Street address
City, state, ZIP Code
Daytime telephone number and area code
Purchase order number

May we make your name/address available to other mailers? YES ☐ NO ☐

3. Indicate payment method

☐ Check payable to "Superintendent of Documents"

☐ GPO Deposit Account
☐☐☐☐☐☐☐ – ☐

☐ VISA or MasterCard Account

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐ Credit card expiration date

Authorizing signature

4. Mail payment with completed form to:

SUPERINTENDENT OF DOCUMENTS
PO BOX 371954
PITTSBURGH PA 15250-7954

CUSTOMER SERVICES

Mail Alert

The mailing below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of one million pieces or more, should contact the Sales and Account Management Division at (202) 268–2271, 1 month preceding the requested delivery dates.

Title of mailing	Class and type of mail	Requested delivery dates	Number of pieces (millions)	Distribution	Presort level	Comments
Mervyn's Super Sale Brochure	Third/Bulk	Aug. 9–11	1.6	Nationwide	Carrt 5-Digit Basic.	8½" x 10³⁄₁₆".
Service Merchandise Back to School Sale.	Third/Bulk	Aug. 9–11	5.5	Nationwide	5-Digit Basic	Palletized, Ringier America: Corinth, MS.
Northwest Fabrics & Crafts, August Back to School.	Third/Bulk	Aug. 9–11	1	Nationwide	Carrt Qual., 3/5 Residual.	85% palletized.
New York City Campaign Finance Board's 1993 NYC Primary Election Voter Guide.	Third/Bulk	Aug. 9–11	1.6	Queens, Brooklyn, Manhattan, Bronx, Staten Island.	Carrt	4¼" x 11" piece, palletized, plant verified, drop ship Quebecor: Buffalo, NY.
Mary Kay Fall '93	Third/Bulk	Aug. 9–13	4.2	Nationwide	Carrt	
Talbots Always Classic New Traditions.	Third/Bulk	Aug. 10–12	3.8	Nationwide	Carrt 3/5 Digit Basic.	
Kids-R-Us Back to School II	Third/Letter	Aug. 11–14	8	Nationwide	Carrt	Multicolor 10⅜" x 6" folded to letter size.
Fashion Gal, Fashionation, Something Special, Right Price, Fashion Mine, Show Off, Tempo.	Third/Letter	Aug. 12–14	2	Nationwide	Carrt 3/5 Digit Basic.	6" x 11" multicolor, 16 pages folded, Gateway Apparel.
Talbots Resume 1	Third/Bulk	Aug. 17–19	1.8	Nationwide	Carrt 3/5 Digit Basic.	7½" x 11½" catalog.
Vogue	Second/ Magazine.	Aug. 17–31	1	Nationwide		Heavy issue, 3.2 pounds each.
House of Fabrics	Third/Bulk	Aug. 18–21	2.25	Nationwide	Carrt 5-Digit Basic.	16-page self-mailer.
The Swiss Colony Kicker Mailing	Third/Bulk	Aug. 20–Sept. 5.	1.7	Nationwide	Carrt 5-Digit Basic.	Envelope, 7¾" x 5¾".
Fashion Gal, Fashionation, Something Special, Right Price, Fashion Mine, Show Off, Tempo.	Third/Letter	Aug. 21–24	2	Nationwide	Carrt 3/5 Digit Basic.	6" x 11" Multicolor, 12 pages folded, Gateway Apparel.
L.L. Bean Fall Weekend	Third/Bulk	Aug. 24–26	4.3	Nationwide	Carrt 5-Digit Basic.	7⅞" x 9".
L.L. Bean September Prospect	Third/Bulk	Aug. 24–26	7.7	Nationwide	Carrt 5-Digit Basic.	7⅞" x 9".
Orvis Holiday '93	Third/Bulk	Aug. 25–27	3.5	Nationwide	Carrt	
Paralyzed Veterans of America, Eastern Paralyzed Veterans of America.	Third/Flat	Aug. 24–Sept. 8.	15.0	Nationwide	Carrt	Dropship Direct, Rails: Wilton, NH.
JC Penney Christmas Sale	Fourth/ Catalog.	Aug. 26–28	7.4	Nationwide	Carrt	RRD.

—Marketing and Sales, 8–5–93

ADMINISTRATIVE SERVICES

ASM REVISION

Purchases of Nonmetered Heating Fuel

Effective immediately, purchasing procedures for requirements of nonmetered heating fuel estimated below 20,000 gallons per year are revised to state that these purchases should be met through local buying procedures. The following new text to *Administrative Support Manual* (ASM) 543, Purchasing Nonmetered Fuel, replaces the current ASM 542.3. The next issue of the ASM will include this revision.

543 Purchasing Nonmetered Heating Fuel

543.1 Definition. Nonmetered heating fuel is fuel obtained by bulk delivery for storage at the installation, such as fuel oil, butane, propane, coal, and wood. For information about the purchase of metered heating fuel, see 542.

543.2 Purchasing Methods

543.21 Oil and Gas. The purchasing method used to obtain heating oil or gas (including butane and propane) depends on annual requirements. Generally, requirements are categorized into two distinct limitations, each of which calls for a distinct purchasing method. The categories are:

a. Requirements over 20,000 gallons a year;
b. Requirements under 20,000 gallons a year.

543.22 Requirements Over 20,000 Gallons a Year. Under an interagency agreement between the Postal Service and the Defense Fuel Supply Center (DFSC), postal installations must purchase nonmetered heating oil and gas from Defense Fuel Supply Center contractors if the annual requirement is over 20,000 gallons per product at any given location. Delivery agreements are used to order this amount of heating fuel against a Defense Fuel Supply Center contract. Delivery agreements are issued by the servicing purchasing service center, and individuals so designated may place orders for the heating fuel they require. Orders are made in terms of tank capacity.

543.23 Requirements Under 20,000 Gallons a Year. Nonmetered fuel requirements estimated to be under 20,000 gallons a year should be purchased using local buying procedures.

NOTE: Postal Service or General Services Administration credit cards may not be used to make these purchases (see Chapter 7).

543.24 Nonpetroleum Fuels. All requirements for nonpetroleum fuels like coal, wood, etc., should be met through local buying procedures.

543.3 Changes in Types of Fuel. Changes in the fuel used must have prior approval. For Postal Service-owned or -leased buildings, submit a request to the manager of Operations Program Support at the district office, giving estimated costs of the present and proposed fuels and the reasons for making the change. Include comments on the kind and amount of fuel currently provided and any complaints of objectionable smoke conditions.

543.4 Procedures

543.41 Requirements Over 20,000 Gallons a Year

543.411 Submitting Requirements. Annual requests for requirements exceeding 20,000 gallons a year must be submitted through the servicing purchasing service center to the Defense Fuel Supply Center (DFSC). A Defense Fuel Supply Center requirements work sheet, provided by the purchasing service center to the requirements organization, is used to establish annual requirements by line item. A delivery agreement with the Defense Fuel Supply Center is established by the purchasing service center for each line item requested. If a delivery agreement cannot be established, the purchasing service center provides some other contractual vehicle.

543.412 Order Limitations. Orders from Defense Fuel Supply Center contracts are authorized to the maximum tank capacity as listed in the applicable Defense Fuel Supply Center contract Bulletin for the installation.

543.413 Authorized Orderers. Individuals designated to place orders against the delivery agreement must be identified by name or position title.

543.414 Ordering. Authorized orderers may place orders from the delivery agreement in writing orally. Each order accepted by the Defense Fuel Supply Center contractor becomes an individual contract. Orders are assigned a sequential number that must be provided to the contractor when the order is placed.

543.415 Billing and Payment. Invoices are sent to the ordering installation, which verifies accuracy, certifies the invoice, and forwards it to the Information Systems field center for payment.

543.42 Requirements Under 20,000 Gallons a Year. For all installations other than leased facilities for which the Postal Service pays for fuel, these requirements are met through local buying procedures. The Postal Service or General Services Administration credit card may not be used to purchase any of the fuels dis-

	AIC No. CAGs A–K	VMF
Heating oil	561	565
Gas (propane, liquid, natural).	566	570
Other heating material (wood, coal, etc.).	576	580

Note: For wood or coal, postmasters purchase and pay for locally unless annual cost is over $500 at CAGs A–J or $100 at CAGs K and L, in which case the Information Systems field center pays.

Purchases of Nonmetered Heating Fuel—Continued

cussed in this section. Payment is made for each delivery and charged to the appropriate account identifier code (AIC) on the Statement of Account, and Form 1412, *Daily Financial Report:*

543.43 Leased Facilities. In leased facilities in which the Postal Service pays for fuel, invoices must be certified and sent to the Information Systems field center for payment. The first invoice certified in the fiscal year must be accompanied by a copy of the rental agreement in order to establish obligation for payment. *—Purchasing, 8-5-93*

Centralized Delivery Equipment—Approved Manufacturers

Effective July 1993, the following are approved manufacturers of centralized delivery equipment:

AMERICAN DEVICE MANUFACTURING
PO BOX 8
STEELEVILLE IL 62288-0008
(800)637-3763—H/V

AMERICAN LOCKER GROUP
PO BOX 1000
JAMESTOWN NY 14702-1000
(716)664-9600—P

BOMMER INDUSTRIES
PO BOX 187
LANDRUM SC 29356-0187
(800)334-1654—N/H/V

CUTLER MANUFACTURING CORP
PO BOX M
EATON PARK FL 33840-1903
(800)237-2312—N/H/V/P

FLORENCE CORPORATION
2101 N ELSTON AVENUE
CHICAGO IL 60614-3993
(800)275-1747—N/H/V

JENSEN INDUSTRIES
1946 E 46TH STREET
LOS ANGELES CA 90058-2097
(800)826-7001 (CA ONLY)
(800)325-8531—H/V

LESLIE-LOCKE INC
4501 CIRCLE 75 PARKWAY
SUITE F 6300
ATLANTA GA 30339-3025
(800)755-9392—N

PAGE SPECIALTY COMPANY
5877 SOUTH FULTON WAY
ENGLEWOOD CO 80111-3719
(303)770-2842 (CO ONLY)
(800)327-7439—U

SECURITY MANUFACTURING CO
815 SOUTH MAIN STREET
GRAPEVINE TX 76051-5535
(800)762-6937—H/V

N=NDCBU H=Horizontal V=Vertical
P=Parcel locker U=Universal and Carousel Pedestals

—Operations Support, 8-5-93

DOMESTIC MAIL

U.S. Customs Payments—Correct Address

The U.S. Customs Service reports that a significant number of customs payments are sent to an incorrect address.

Send all customs payments, along with Form 2932, *Customs Collection Summary,* and Customs Form 3419, to:

US CUSTOMS SERVICE
MELLON BANK
PO BOX 7777 C9975
PHILADELPHIA PA 19175-0001

Do not send payments to the local mail branch address on the front of Customs Form 3419. The back of the form lists the correct address for payments.

—Finance and Planning, 8-5-93

FRAUD ALERTS

Withholding of Mail Orders

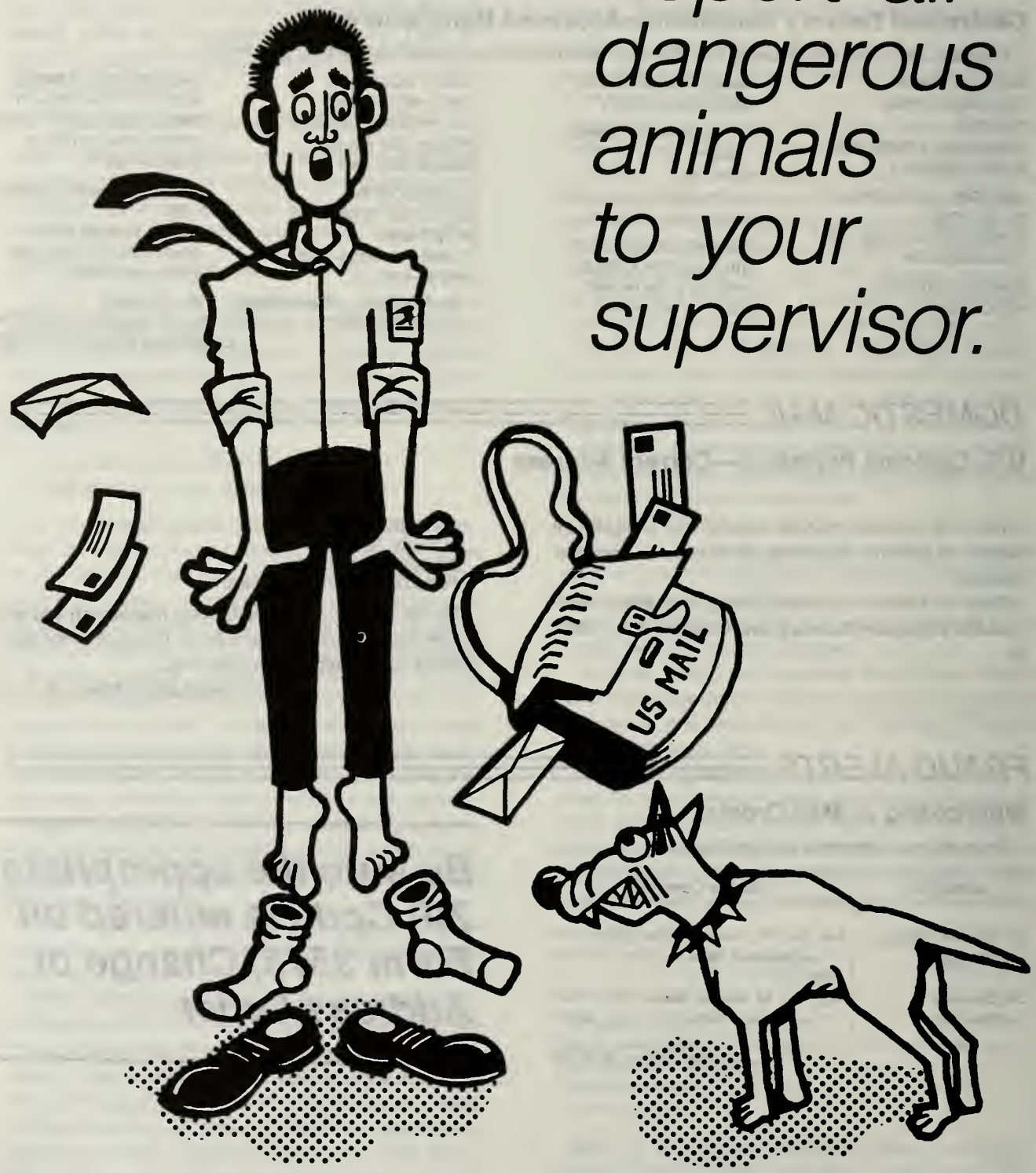
Enforced by postmasters at cities listed.

State/City	Names Covered
NC, Glendale Springs 28629-0038.	Any And All Various Names Other Than The Surnames Miller and Barr, P.O. Box 38.
OH, Columbus 43204-0525.	Any And All Various Names Other Than The Surname Weber, P.O. Box 44525.

—Judicial Officer, 8-5-93

Be sure the appropriate ZIP Code is entered on Form 3575, Change of Address Order

UNITED STATES POSTAL SERVICE



Report all dangerous animals to your supervisor.

Missing U.S. Money Order Forms—Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The actual serial numbers consist of the first 10 digits on the money orders.

302 000 0000	to	302 123 9999
360 011 1690	to	1699
369 345 0188	to	0199
369 674 8141	to	8199
369 718 3783	to	3799
370 193 8257	to	8299
375 637 9365	to	9999
375 744 7930	to	7999
375 829 3400	to	3499
375 851 9100	to	9199
376 850 0813	to	0899
376 855 6764	to	6999
376 903 0721	to	0738
376 906 3206	to	3299
377 113 7461	to	7499
377 224 2300	to	2599
377 955 4285	to	4399
378 029 9347	to	9399
378 085 3679	to	3699
378 210 9090	to	9099
378 351 1063	to	1099
378 630 9489	to	9599
379 128 9584	to	9599
379 509 2600	to	2699
379 679 8060	to	8099
379 843 5100	to	5199
380 093 9600	to	9611
380 165 1165	to	1199
380 489 6800	to	6899
380 572 1840	to	1899
381 077 3600	to	3699
381 325 4500	to	4599
381 540 9900	to	9999
381 604 2510	to	2699
381 645 9525	to	9599
381 924 0748	to	0799
383 156 6968	to	6999
383 156 7128	to	7199
383 156 7300	to	7999
383 299 2081	to	2099
383 314 3968	to	3999
383 892 1000	to	1344
383 892 1382	to	1399
385 568 2330	to	2399
385 599 7554	to	7575
385 774 2024	to	2099
387 314 5574	to	5599
389 696 2400	to	2799
389 846 3104	to	3135
389 846 3145	to	3195
389 887 9211	to	9230
389 887 9234	to	9299
390 001 3182	to	3199
390 001 3500	to	3699
390 545 5974	to	5999
391 104 6146	to	6199
391 783 3020	to	3599
391 792 6100	to	6199
392 668 2956	to	2999
392 854 8500	to	8899
393 584 7566	to	7699
393 650 0074	to	0099
393 838 8316	to	8499
393 893 6007	to	6099
394 126 6907	to	6999
394 189 0405	to	0599
394 822 3243	to	3278
394 990 1810	to	1899
395 343 3264	to	3299
395 373 3035	to	3099
395 396 9649	to	9799
395 970 3240	to	3299
397 622 4054	to	4099
397 819 8902	to	8999
398 149 7200	to	7699
399 070 0872	to	0899
399 156 7119	to	7199
399 203 5064	to	5099
399 296 9909	to	9999
399 792 7775	to	7799
399 792 8300	to	8399
399 396 8935	to	8999
400 427 1051	to	1999
401 045 1505	to	1549
401 045 1571	to	1599
401 294 2700	to	2799
401 310 9505	to	9599
401 382 5312	to	5399
402 578 7876	to	7899
403 125 6744	to	6799
403 260 7000	to	7499
403 280 6470	to	6499
403 685 8600	to	8699
404 003 0300	to	0399
404 041 8838	to	8899
404 071 4268	to	4299
404 347 5356	to	5399
404 347 5548	to	5599
404 726 4500	to	4599
404 961 5001	to	5199
405 325 0188	to	0198
406 009 4587	to	4599
406 260 6830	to	6899
406 459 6497	to	6499
406 733 3000	to	3999
407 545 1556	to	1599
407 594 0412	to	0599
407 692 9100	to	9299
408 265 2275	to	2288
408 499 7700	to	7799
408 499 7900	to	7999
408 682 8484	to	8599
408 698 7015	to	7099
409 072 3941	to	3999
410 491 2311	to	2399
410 694 8400	to	8599
410 775 1500	to	1599
410 795 7927	to	7999
410 867 0917	to	0966
410 867 0970	to	0999
411 868 1023	to	1199
411 922 2322	to	2399
412 193 0900	to	0999
412 395 8599	to	8699
412 485 6500	to	6599
412 485 6610	to	6699
412 885 5953	to	5999
414 193 3608	to	3674
414 193 3677	to	3699
414 411 7348	to	7399
414 640 0757	to	0799
414 965 1727	to	1799
415 161 8858	to	8868
417 302 8104	to	8199
417 387 6532	to	6599
417 496 6800	to	6999
417 871 9250	to	9299
417 930 9533	to	9599
418 164 6500	to	6799
418 423 9863	to	9899
418 633 5922	to	5999
418 719 8520	to	8599
418 744 2235	to	2299
418 962 2848	to	2899
419 543 0286	to	0299
419 730 0313	to	0369
419 730 0380	to	0399
420 599 0734	to	0798
420 661 4115	to	4199
420 758 9500	to	9699
420 969 3951	to	3971
420 969 3973	to	3999
421 116 3565	to	3599
421 130 9300	to	9399
421 313 4500	to	4999
421 364 5537	to	5599
421 656 2609	to	2699
421 988 9700	to	9799
422 172 4667	to	4699
422 484 4212	to	4299
422 556 1270	to	1299
422 587 7024	to	7099
422 819 7533	to	7599
422 842 5073	to	5087
424 500 6050	to	6099
424 641 8500	to	8599
424 871 6600	to	6699
425 298 2352	to	2399
425 418 4269	to	4299
425 418 4405	to	4499
427 412 6337	to	6499
427 481 0900	to	0999
428 027 2742	to	2752
429 474 4172	to	4199
429 889 2900	to	2999
430 150 4401	to	4599
430 172 9800	to	9899
430 177 1900	to	1999
430 177 2000	to	2099
430 444 9500	to	9699
430 664 4069	to	4099
432 168 8419	to	8499
432 708 6800	to	6999
432 744 1544	to	1599
432 995 9775	to	9799
433 003 5800	to	5899
433 757 3047	to	3099
433 765 4003	to	4099
434 482 7060	to	7199
434 513 2386	to	2399
434 968 3076	to	3092
435 303 1831	to	1842
435 303 1986	to	1999
435 666 6092	to	6399
436 082 6400	to	6899
436 160 6441	to	6499
437 316 7115	to	7199
437 427 0500	to	3499
439 310 0458	to	0499
440 698 1947	to	1999
440 858 6300	to	6399
440 858 6420	to	6499
440 858 6500	to	7299
441 199 1655	to	1699
443 127 3648	to	3699
443 127 4000	to	4099
443 673 7900	to	7999
443 800 9335	to	3999
444 382 8822	to	8899
444 390 1667	to	1669
444 457 3854	to	3899
450 048 4173	to	4199
450 048 4442	to	4699
450 560 5173	to	5199
450 620 3077	to	3099
450 620 3135	to	3199
450 780 2716	to	2799
451 109 2967	to	2984
451 115 4110	to	4125
451 115 4127	to	4199
452 265 0074	to	0099
452 265 0246	to	0299
452 265 0335	to	0399
452 265 0400	to	0999
452 509 1169	to	1199
452 855 6471	to	6499
452 890 4679	to	4699
452 900 8215	to	8238
453 117 9146	to	9199
453 334 3631	to	3699
453 603 7841	to	7891
453 650 1140	to	1199
454 013 2919	to	2999
454 186 2411	to	2499
454 268 4883	to	4899
454 302 5400	to	5499
454 490 8300	to	8399
454 547 7434	to	7499
454 922 4867	to	4895
455 221 1348	to	1499
455 364 2147	to	2199
455 399 5400	to	5499
455 476 0676	to	0699
455 543 0618	to	0699
456 410 9006	to	9099
456 619 4460	to	4499
457 333 2686	to	2699
457 729 1767	to	1777
457 937 8616	to	8699
458 028 9810	to	9899
458 057 2712	to	2999
458 337 5222	to	5299
458 354 7654	to	7999
458 671 8678	to	8699
458 671 8721	to	8798
459 274 7624	to	7699
459 365 5432	to	5499
459 378 5764	to	5799
459 472 4816	to	4899
459 472 4900	to	4999
460 550 1909	to	1999
460 997 5234	to	5299
461 973 6443	to	6499
462 152 0107	to	0299
467 274 1072	to	1099
462 277 8373	to	8399
463 176 4108	to	4115
463 176 4206	to	4229
463 185 2600	to	2799
463 227 7711	to	7799
463 808 3485	to	3499
464 629 9000	to	9399
464 711 4332	to	4399
465 692 3963	to	3999
465 698 8300	to	8599
465 743 7745	to	7799
466 798 6056	to	6067
467 147 4300	to	4399
467 505 4949	to	4955
468 079 5782	to	5799
469 067 2817	to	2899
469 127 8000	to	8199
469 213 0359	to	0399
469 213 0500	to	0599
469 658 1961	to	1999
469 658 2093	to	2099
469 666 9900	to	9999
469 678 1900	to	1999
469 781 4900	to	4999
470 755 5800	to	5818
471 918 0300	to	0999
472 191 6700	to	6799
471 985 2408	to	2419
472 987 0213	to	0241
472 987 0290	to	0299
473 151 2069	to	2099
473 151 2100	to	2199
473 666 9183	to	9199
473 952 3429	to	3499
474 108 5405	to	5499
475 134 9362	to	9399
475 167 9667	to	9699
475 319 3415	to	3499
475 319 3649	to	3699
475 319 3700	to	3799
475 340 6400	to	6599
475 424 8410	to	8499

Missing U.S. Money Order Forms—Do Not Cash—Continued

475 850 6101	to	6199	749 748 9680	to	9699	484 680 5077	to	5099	802 678 2605	to	2699
475 875 2500	to	2599	479 478 9680	to	9680	485 029 4913	to	4999	803 605 2840	to	2899
476 169 8264	to	8299	479 860 7000	to	7199	486 176 0600	to	0699	803 605 6300	to	6499
476 189 3000	to	3499	480 526 2000	to	2099	488 226 0200	to	0299	805 323 5006	to	5024
477 289 8601	to	8699	481 673 0074	to	0095	489 223 2000	to	2099	805 466 7255	to	7299
477 681 5206	to	5299	483 363 7207	to	7299	500 064 1858	to	1869	806 015 3885	to	3899
478 010 4243	to	4268	483 402 2352	to	2356	700 065 2570	to	2599	806 087 1100	to	1499
478 010 4270	to	4291	483 486 5100	to	5199	700 065 4800	to	4899	806 268 9275	to	9299
478 469 7838	to	7858	483 632 1521	to	1599	700 190 3350	to	3359	806 534 3400	to	3477
478 469 7883	to	7899	483 632 2600	to	2799	700 228 6048	to	6099	870 054 4814	to	4899
479 280 9800	to	9899	484 174 4803	to	5299	700 650 0452	to	0499	990 117 5600	to	5999
479 365 9116	to	9176	484 680 5000	to	5038	700 703 1768	to	1773			
479 412 9900	to	9999	484 680 5040	to	5074	701 028 6780	to	6899			

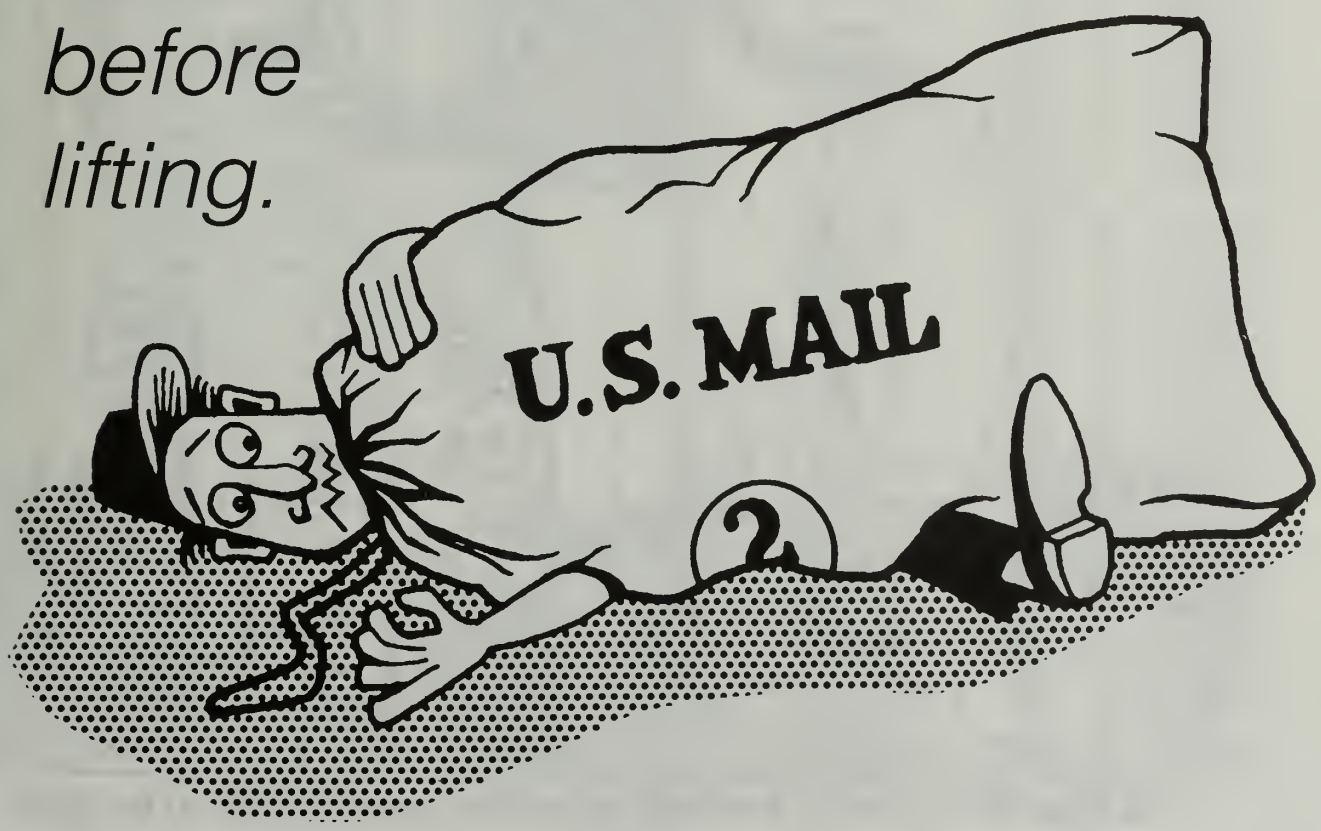
Check for altered dollar amounts by holding money orders to the light.

If you don't have Pub. 223 already, order it by submitting Form 7380, MDC Supply Requisition, to your Materiel Distribution Center.

UNITED STATES POSTAL SERVICE

LOOKS ARE DECEIVING

Consider weight, size and shape before lifting.



Missing Canadian Money Order Forms—Do Not Cash

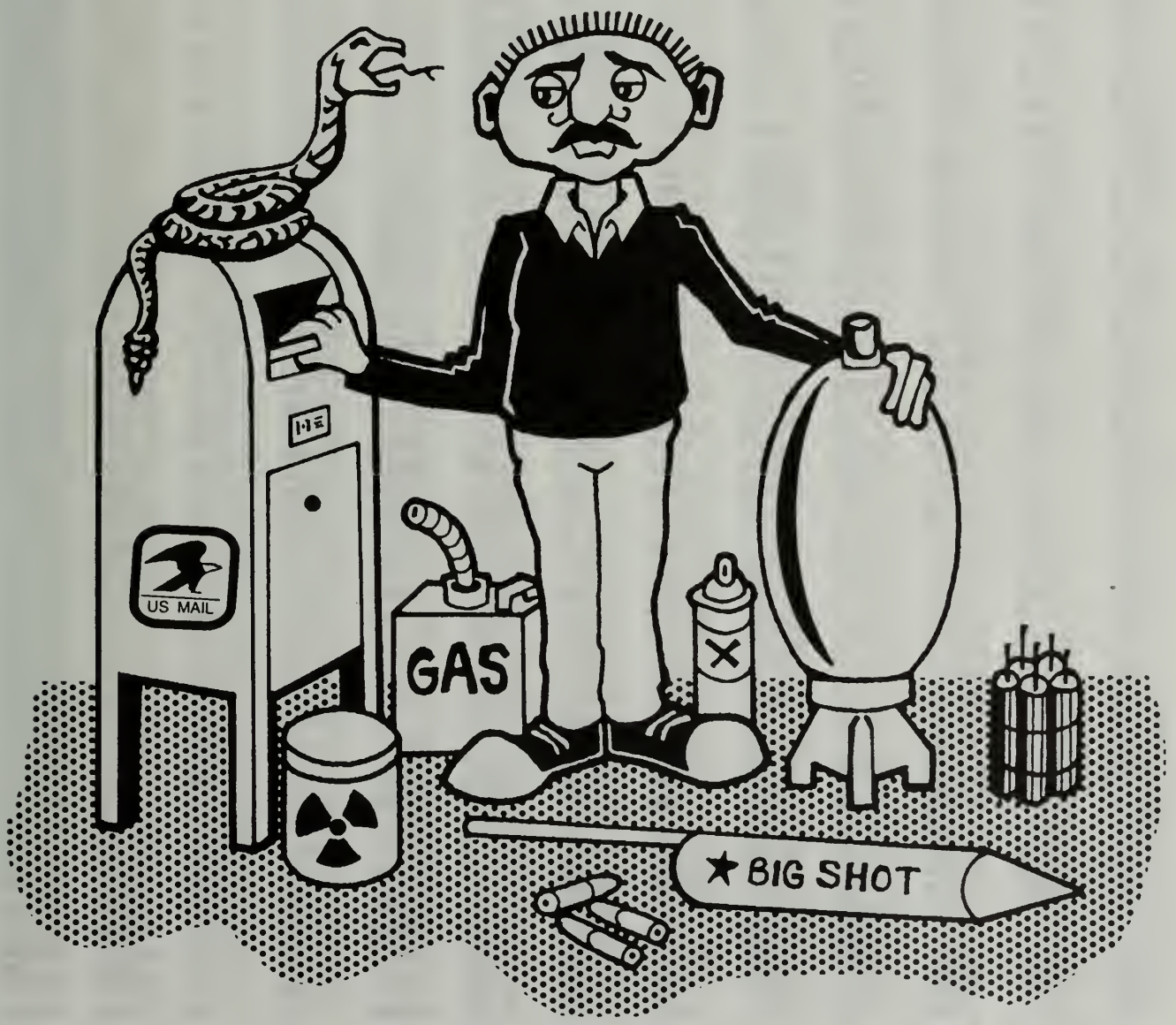
To be posted and used by retail window employees. As directed, destroy previous notices. Any interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. In addition to this listing, do not cash: (1) all card type orders, and (2) new style money orders 000,000,001 to 605,000,000. Advise holders to send invalid money orders to Canada Post Corporation, Ottawa, Canada K1A OB1.

605,367,722	to	8,200
605,721,494	to	
		1,500
606,915,240	to	5,300
607,183,001	to	3,300
607,273,964	to	4,500
607,586,501	to	6,600
607,591,119	to	1,200
607,673,301	to	4,500
607,842,343	to	2,500
607,930,501	to	1,000
608,011,756	to	1,200
608,288,084	to	8,100
608,678,701	to	9,100
608,722,023	to	2,200
609,084,101	to	5,100
609,394,901	to	5,000
610,368,452	to	8,465
611,216,001	to	7,100
611,338,466	to	8,700
611,345,254	to	5,300
611,387,101	to	7,200
611,874,375	to	4,400
611,891,801	to	2,400
611,930,472	to	0,500
612,182,901	to	3,700
612,185,601	to	6,100
612,472,501	to	3,100
612,512,359	to	2,700
613,359,706	to	9,732
613,364,701	to	5,100
613,856,401	to	6,600
614,442,385	to	2,400
614,487,801	to	7,900
614,608,143	to	8,152
615,753,401	to	3,600
616,042,700	to	3,300
616,192,014	to	2,100
616,320,501	to	1,200
616,339,601	to	9,700
617,008,801	to	
		009,000
617,127,319	to	8,100
617,461,706	to	1,800
617,478,723	to	8,800
617,582,829	to	2,900
617,739,158	to	9,200
618,333,401	to	4,100
618,625,824	to	5,900
619,215,945	to	6,000
619,225,550	to	5,600
619,226,975	to	6,999
619,326,641	to	7,000
619,357,588	to	7,600
619,580,012	to	0,100
619,765,826	to	
		766,400
619,906,171	to	6,200
620,104,808	to	4,900
620,256,601	to	6,700
620,514,863	to	4,900
620,521,444	to	1,500
620,711,701	to	1,800
620,894,501	to	4,600
620,969,476	to	9,500
621,180,332	to	0,400
621,182,939	to	3,400
621,715,301	to	5,400
622,032,701	to	2,800
622,032,901	to	3,000
622,659,101	to	9,200
623,363,613	to	3,800
623,447,801	to	7,900
624,023,279	to	3,400
624,173,970	to	4,000
624,512,201	to	3,000
624,555,001	to	
		556,100
625,060,673	to	0,700
625,196,431	to	6,500
625,206,601	to	6,900
625,553,170	to	3,200
625,706,401	to	6,500
625,932,001	to	2,100
625,945,101	to	5,400
625,966,101	to	6,200
626,035,401	to	5,500
626,174,177	to	4,200
626,305,019	to	5,100
626,567,516	to	7,528
626,613,101	to	3,300
626,871,601	to	2,500
627,079,501	to	9,900
627,097,438	to	7,500
627,171,001	to	1,400
627,974,001	to	4,300
628,196,859	to	
		197,100
628,390,001	to	0,300
628,455,689	to	6,200
628,600,766	to	
		601,000
629,893,459	to	3,500
630,199,031	to	9,100
630,233,957	to	4,300
630,252,101	to	2,200
630,301,208	to	1,300
630,331,801	to	
		332,100
630,334,070	to	4,600
630,342,552	to	2,600
630,642,629	to	2,700
630,904,718	to	4,900
630,995,315	to	5,400
631,381,731	to	1,800
631,817,556	to	7,600
631,846,614	to	6,700
632,448,956	to	9,300
632,939,648	to	9,800
633,135,035	to	5,300
633,175,518	to	5,600
633,537,840	to	7,900
634,141,201	to	1,500
634,328,501	to	8,600
634,839,201	to	9,300
634,848,780	to	8,800
635,296,451	to	6,500
635,298,587	to	8,600
635,312,907	to	
		313,000
635,468,101	to	8,200
635,681,001	to	1,100
635,699,601	to	
		700,600
636,000,201	to	0,300
636,012,675	to	2,700
636,030,135	to	0,200
636,042,001	to	2,200
636,863,001	to	3,100
636,931,725	to	1,800
637,043,605	to	3,700
637,860,101	to	0,200
639,522,101	to	2,400
639,857,736	to	7,900
640,272,919	to	3,200
640,281,501	to	1,600
640,666,076	to	6,200
641,011,901	to	2,600
641,121,411	to	1,500
641,196,269	to	6,300
641,309,609	to	9,658
641,574,196	to	4,650
641,583,509	to	3,600
641,962,607	to	2,630
642,415,969	to	6,000
642,983,001	to	3,100
643,022,701	to	2,900
643,201,801	to	2,000
643,243,401	to	3,500
643,452,130	to	2,200
643,726,901	to	7,500
643,736,201	to	6,400
644,475,893	to	6,300
644,858,601	to	8,800
644,932,601	to	3,100
644,941,801	to	2,100
644,990,601	to	1,100
645,167,901	to	8,200
645,541,101	to	1,300
645,550,622	to	0,700
645,605,886	to	5,900
645,634,441	to	4,460
646,262,901	to	3,200
646,264,363	to	4,400
646,270,054	to	0,085
646,321,801	to	2,000
646,322,201	to	2,800
646,505,901	to	6,100
646,509,616	to	9,700
646,875,648	to	5,700
646,876,001	to	6,200
646,899,702	to	9,713
646,993,871	to	3,930
647,061,150	to	1,200
647,291,842	to	2,000
647,993,501	to	3,700
647,993,801	to	4,000
648,020,140	to	0,200
648,056,401	to	6,600
648,117,901	to	8,200
648,171,861	to	1,900
648,213,372	to	3,500
648,484,665	to	4,700
648,578,708	to	8,799
648,683,301	to	3,400
649,376,401	to	6,600
649,730,009	to	0,100
650,621,501	to	1,700
650,678,503	to	8,580
650,707,956	to	7,980
651,854,961	to	5,010
651,897,201	to	7,240
651,948,119	to	8,130
651,948,703	to	8,750
651,974,610	to	4,620
652,121,238	to	1,248
653,053,022	to	3,100
653,151,811	to	1,830
653,317,761	to	7,800
653,506,601	to	7,000
653,620,693	to	0,700
653,822,586	to	2,800
654,345,814	to	5,900
654,563,101	to	3,300
654,568,825	to	8,900
655,365,961	to	6,030
655,387,856	to	7,870
657,044,001	to	4,100
657,341,465	to	1,478
657,364,301	to	4,500
657,769,501	to	9,600
658,539,001	to	9,300
658,853,204	to	3,700
658,860,201	to	0,300
659,900,808	to	0,901
659,913,171	to	3,240
660,304,493	to	4,600
660,596,601	to	6,700
660,644,144	to	4,300
661,162,159	to	2,220
661,165,221	to	5,250
661,179,997	to	
		180,020
661,183,221	to	3,260
661,187,652	to	7,690
661,581,517	to	1,600
661,997,658	to	7,686
662,987,487	to	7,500
663,119,201	to	9,300
663,352,552	to	2,700
663,636,414	to	6,500
664,625,114	to	5,200
664,774,743	to	4,800
664,689,941	to	9,000
665,080,644	to	0,700
665,241,112	to	1,200
665,915,113	to	5,140
665,956,831	to	6,880
665,967,877	to	7,920
666,025,401	to	5,800
666,209,330	to	9,400
666,210,847	to	0,900
666,395,901	to	6,100
666,647,241	to	7,259
666,662,073	to	2,100
666,696,251	to	6,300
667,040,006	to	0,210
667,382,231	to	2,300
667,486,601	to	6,800
667,521,407	to	1,600
667,752,069	to	2,300
667,916,445	to	5,500
667,926,278	to	6,300
668,104,101	to	4,800
668,155,938	to	6,000
668,220,001	to	
		221,000
668,222,101	to	
		223,400
668,583,651	to	3,700
668,584,001	to	4,010
668,659,099	to	9,200
668,789,430	to	9,440
670,994,962	to	5,000
670,996,971	to	7,040

Check for altered dollar amounts by holding money orders to the light.

UNITED STATES POSTAL SERVICE

Please check with local postal officials before attempting to mail any questionable materials.



Invalid Express Mail Corporate Account Numbers

To be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be destroyed. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

NOTE: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

005231	014982	021744	028062	054038	069570	080129	090113	091372	095280	110444	117838	146396
005295	014983	021797	028064	054111	069582	080138	090115	091401	095418	110632	117918	146478
005438	015007	021911	028127	054208	069615	080273	090117	091417	095569	110738	117930	146484
005463	015021	021954	028169	054214	069647	080296	090118	091422	095809	111043	118017	146513
005484	015079	021982	028188	054999	069783	080398	090123	091424	095811	111080	118022	146546
005548	015156	022055	028269	060028	069817	080423	090127	091433	095865	111515	118043	148296
005561	015157	022238	028279	060046	069858	080435	090128	091453	095908	111556	118155	148320
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740525	750092	775257	805398	850796	895432	903580	917637	926515	937549	952265	968870	976077
740543	750102	775258	805418	850817	895534	903723	917761	926613	937595	952290	968895	980001
740556	750182	775267	806063	850879	898004	903801	917770	926629	940455	953200	968925	980156
740599	750411	782356	806160	850894	898006	903888	917844	926642	940542	953216	968963	980468
740605	750503	782546	807014	850898	898080	903991	917937	926663	940587	953219	968967	980486
740621	750633	784263	809009	850924	**900007**	904028	918045	926671	940621	953221	969040	980627
740628	750639	786055	809063	850935	900046	904178	918049	926826	940844	953231	969047	980635
740658	750738	787345	809131	850947	900054	904263	918082	926827	940846	953284	969064	980682
740667	750812	787567	809203	850961	900073	904264	918091	926836	940857	953285	970008	980690
740671	751178	787607	810020	850984	900076	904326	918101	926843	941503	953296	970029	980737
740695	752007	787692	813004	852003	900078	904392	918149	926861	941507	958105	970079	981552
740731	752052	787694	813050	852033	900100	904430	918423	926932	941623	958158	970102	985082
740736	752236	787710	813203	852052	900145	904443	918561	927009	941720	958424	970132	992550
740775	752238	787741	813234	852066	900150	906009	918571	927010	941815	958481	970145	992621
740776	752603	787776	814054	852127	900224	906030	918804	927210	941823	958554	970181	992624
740817	752623	787789	815033	852161	900231	906137	918933	927336	941930	958605	970185	995640
740832	752699	787803	815074	852173	900334	906155	918934	927392	945593	958617	970212	995987
740840	752755	787820	815083	852190	900343	906196	918968	927408	945635	958624	970230	995988
740844	752763	787821	815180	852223	900540	906246	920082	927430	945685	958651	970292	997069
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740951	752872	791181	816278	852344	900738	906400	920308	927623	945844	959020	970322	997105
740970	752895	791270	816301	852391	900833	906404	920432	927625	946008	959054	970330	
740976	752945	791323	820600	852424	900913	906409	920440	927698	946132	967012	970333	
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741091	757001	791406	832031	852459	901299	906584	921358	927934	948074	967020	972221	
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